



# Instructions for Evidence Exchange

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## It is important to read this information about the Exchange of Evidence

You may read more about evidence at [Section 194.011, Florida Statutes](#) & [Rule 12D-9.020 FAC](#)

### Your Evidence for the Property Appraiser

All evidence you would like considered during your VAB hearing **MUST** be submitted to the Property Appraiser **at least 15 days prior** to your scheduled hearing date. (If the 15<sup>th</sup> day falls on a Saturday, Sunday or legal holiday, then all evidence must be received by the **previous** business day.) All evidence submitted becomes public record. Addresses and telephone numbers of persons whose privacy is protected by the public records law, as specified in Section 119.0714, Florida Statutes, will be redacted IF the petitioner notifies the VAB Clerk of that right. Prior to uploading your evidence, thoroughly review all information to ensure confidential information (birthdate, social security or federal ID numbers, etc.) have been redacted.

### Evidence from the Property Appraiser

If you would like to receive the Property Appraiser's evidence that they will present at the hearing, you **MUST ask in writing**. This request can be included as the first page of your evidence submittal. The Property Appraiser must provide that information to you **at least 7 days before** the hearing.

### Uploading Evidence on the Portal

To retrieve your list of petitions on the Seminole County VAB Online Portal, you can access the login at: <https://webapps.seminoleclerk.org/vab-user/login.jsp>

After logging in, you will see a listing of your petitions. On the right side of the screen, click on # files to upload any documents, i.e. evidence, Power of Attorney forms, etc. **(This is also where any evidence uploaded by the Property Appraiser's Office and forms/notices uploaded by the VAB Clerk will be.)**

- 1) Under *Add New File*, click in the *File Description* box for a dropdown of file name choices or give the file a name of your choosing.
- 2) Click in the *Choose File* box to browse for the file you would like to upload.
- 3) Choose the file and click on *Upload*. REFRESH the screen to see the upload (press function key F5).
- 4) Under *Existing Files*, you will then see the file, but will not have access since no changes can be made.

### Evidence for the VAB Special Magistrate – Day of Hearing

If you **do not** plan to attend the hearing **but want your evidence considered**, be sure to check the "Will Not Attend?" box on the petition form. **If evidence has been uploaded to the Portal for the Property Appraiser's Office according to the schedule above**, the Special Magistrate will have access to that evidence effective on the date and time of your scheduled hearing. If a hard copy of your evidence was **mailed** to the Property Appraiser's Office, an exact, duplicate copy must be **mailed** to the VAB Office for the Special Magistrate to:

**Seminole County Value Adjustment Board, 1101 E. 1<sup>st</sup> Street, Room 2204, Sanford, FL 32771**