

# WHAT NOW???

After you complete the Special Magistrate hearing on your VAB petition:  
What should you expect and when should you expect it?

## WHAT?

1.) The Special Magistrate will consider the evidence presented at your hearing and will prepare a written Recommended Decision to the Value Adjustment Board (“VAB”). The Recommended Decision will contain detailed findings of fact, conclusions of law and the reasons the Special Magistrate upholds or overturns the Property Appraiser.

2.) The Special Magistrate turns the Recommended Decision in to VAB Staff, who log it in. Staff then gives the Recommended Decision to the VAB attorney to review for “legal form”; that is, whether the Recommended Decision appears “on its face” to comply with applicable law.

3.) Once the VAB attorney approves the Recommended Decision as to form, the Recommended Decision is returned to VAB Staff, who mail it to you. A copy is also provided to the Property Appraiser.

4.) The VAB meets monthly (usually the third Thursday at 9:00 AM) to consider whether to accept the Recommended Decisions as Final Decisions of the VAB. The VAB may (and usually does) act on the Recommended Decisions without further hearing.

## WHEN?

Approximately two (2) weeks after your Special Magistrate Hearing.

Approximately three (3) weeks after your Special Magistrate hearing.

Approximately four (4) weeks after your Special Magistrate hearing.

The VAB meeting date at which your Recommended Decision will be considered by the VAB is written toward the bottom of your Recommended Decision “cover sheet” (officially known as DOR Form DR-485V).

**ALL TIMES ARE ESTIMATES AND ARE NOT GUARANTEED !!**

**If you have questions at any time, please call the VAB Staff at: 904.630.7370**

**You may also fax us at: 904.630.0576 or email us at: VAB@coj.net**