

Lee County Value Adjustment Board

List of Approved Local Forms

| Form Code | Form Name | Original Approval Date | Latest Revised Date | Notes |
|-----------|--|------------------------|---------------------|---|
| ASP | Affidavit for Sworn Party (Telephonic Hearing) | 11/10/2010 | 5/10/2017 | Discontinued 06/18/2018 |
| ASW | Affidavit for Sworn Witness (Telephonic Hearing) | 11/10/2010 | 5/10/2017 | Discontinued 06/18/2018 |
| CDR | Hearing Clerk's Daily Report | 6/10/2010 | 6/22/2015 | Discontinued 06/18/2018 |
| CRS | Hearing Clerk's Special Magistrate Rating Sheet | 3/13/2014 | n/a | Discontinued 06/18/2018 |
| DEF | Deferral of Special Magistrate Decision | 6/15/2009 | 8/12/2011 | |
| DHA | Daily Hearing Agenda and Sign-in Sheet | 6/10/2010 | 8/12/2011 | Discontinued 06/18/2018 |
| EAH | Evidence Presented/Considered at Hearing | 6/5/2013 | 3/23/2018 | |
| EFD | Notice & Request for Authorization to email Final Decision | 3/10/2015 | 3/14/2019 | |
| ELS | Uniform Evidence List and Summary | 6/15/2009 | 6/28/2012 | Discontinued 12/9/2013 |
| ERS | Evidence Receipt Stamp | 6/10/2010 | 8/12/2011 | |
| HPI | Hearing Participants' Information | 6/5/2013 | 3/23/2018 | |
| ISP | Information about the VAB Process | 6/15/2009 | 2/27/2012 | Discontinued 6/28/2012, replaced by ISP-12 |
| ISP-2 | Information Sheet for Petitioner (offline) | 8/12/2011 | 2/27/2012 | Discontinued 6/28/2012, replaced by ISP-12 |
| ISP-12 | Information about the Value Adjustment Board Process | 6/28/2012 | 3/10/2015 | Discontinued 06/18/2018 |
| LFC | Late Filed Petition Process - Classification & Exemption | 8/12/2011 | 6/22/2015 | Discontinued 6/22/2015 |
| LFV | Late Filed Petition Process - Value Petitions | 8/12/2011 | 6/22/2015 | Discontinued 6/22/2015 |
| LPP | Local Policies and Procedures | 12/15/2017 | 6/18/2018 | |
| NCI | Notice of Confidential Information within Submitted Evidence | 3/10/2015 | n/a | |
| NCR | Confidentiality Statement to Insert in Petition Record | 3/10/2015 | n/a | |
| RCC | Request to Comment at VAB Meeting | 6/15/2009 | 3/13/2014 | |
| RES | Request to Reschedule Petition(s) at Hearing | 6/10/2010 | 3/23/2018 | |
| RRF | Request to Reschedule Future Hearing Date | 8/12/2011 | 6/15/2016 | |
| RTH | Request for Telephonic Hearing | 6/15/2016 | 3/23/2018 | |
| RTI | Response to Interest | 6/28/2012 | 6/5/2013 | |
| SMA | Special Magistrate Application | 3/13/2014 | 6/28/2019 | |
| SME | Special Magistrate Performance Review | 3/13/2014 | n/a | Discontinued 06/18/2018 |
| SMO | Special Magistrate Opening Statement Summary | 6/10/2010 | | Discontinued 8/12/2011, replaced by SMP |
| SMR | Overview of the Rules of Procedure for VAB Hearings | 6/10/2010 | | Discontinued 8/12/2011, replaced by SMP |
| SMS | Invoice for SM Services | 8/12/2011 | | Discontinued 6/28/2012, replaced by SMS-12 |
| SMS-12 | Invoice for SM Services | 6/28/2012 | | Discontinued 6/5/2013, replaced by SMS-13 |
| SMIR | Special Magistrate Incident Report | 6/18/2018 | N/A | |
| SMS-O | SM Orientation Invoice | 3/23/2018 | 3/23/2018 | |
| SMS-13-I | SM Invoice Instructions | 5/10/2017 | 5/10/2017 | |
| SMS-13 | Invoice for SM Services | 6/5/2013 | 3/23/2018 | |
| SMT | Special Magistrate Termination Letter | 4/28/2009 | 6/5/2013 | |
| SMU | Special Magistrate Axia User Manual | 11/10/2010 | | Discontinued 8/12/2011, replaced by SMU-11 |
| THA | Telephonic Hearing Affidavit | 6/18/2018 | N/A | |
| VLH | VAB Letterhead | 6/15/2011 | 3/14/2019 | |
| WD1 | Record of Petition Withdrawn at Hearing | 6/10/2010 | | Discontinued 8/12/2011, Use DOR Form DR-485WI |
| WD2 | Record of Multiple Petitions Withdrawn/Settled | 6/10/2010 | 8/12/2011 | Discontinued 06/18/2018 |

List of Approved Local Manuals

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|---------|---|-----------|-----------|--|
| ECU | Petition Entry Clerk Axia User Manual | 8/12/2011 | n/a | |
| SMI | General Instructions/Information for Special Magistrates | 6/10/2010 | 6/5/2013 | |
| SMP | Special Magistrate Opening Statement and Overview of Procedures | 8/12/2011 | 3/23/2018 | |
| SMU- 11 | Special Magistrate Axia User Manual | 8/12/2011 | n/a | |