



UPLOAD EVIDENCE IN AXIA

Palm Beach County Value Adjustment Board

Now that you have filed your petition, expect a Notice of Hearing (via the preferred method of notification you selected) providing you with your petition hearing date and time. On this notice, you will also see the date and time that you must upload your evidence by.

YOUR HEARING INFORMATION		
Hearing date	Monday, November 21, 2022	TELEPHONE HEARING R# 2 See "Preparing for your VAB Hearing" attached and also at: https://www.mypalmbeachclerk.com/public-funds/value-adjustment-board-vab
Time (if block of time, beginning and end times)	11:30 AM to 12:00 PM	
Time reserved	30 min. Telephone Hearing Only	
Bring 1 copies of your evidence, in addition to what you have provided to the property appraiser. Evidence becomes part of the record and will not be returned. Please arrive 15 minutes before the scheduled hearing time or start of block of time with any witnesses. If you or your witnesses are unable to attend, or you need help finding the hearing room, contact the VAB clerk as soon as possible.		
<div style="border: 2px solid red; padding: 5px;"> <p>You have the right to reschedule your hearing one time for good cause as defined in section 194.032(2)(a), F.S.</p> <p>You have the right to exchange evidence with the property appraiser. To initiate the exchange, you must submit your evidence directly to the property appraiser at least 15 days before the hearing and make a written request for the property appraiser's evidence. If you want to participate in the evidence exchange, your evidence is due</p> <div style="border: 1px solid blue; padding: 2px; display: inline-block;"> by 11/04/22 at 5:00 pm. </div> <p>At the hearing, you have the right to have witnesses sworn.</p> </div>		

Note: If you have missed the deadline to submit your evidence, please contact the Property Appraiser at 561-355-3230 for further information or instructions.

Important note:

Any evidence submitted becomes public record. It is the filers responsibility to redact any information they deem confidential, before uploading into the Axia system.

We do not accept links (in emails or embedded in PDF documents)

We do not accept external electronic devices. (zip/thumb drives, DVD's etc)

Evidence documents must be in PDF format and cannot exceed 64 MB. Should your file be more than 64 MB, you will get an error message advising that the file is too large. Try saving the documents in 64 MB or less and upload in sections until all your evidence is uploaded. Please review your petition to ensure all documents are there.

Part 1.

On the Online Tutorial, you learned that your Transaction ID and password are listed on your receipt. Log into Axia (insert link) using the transaction # and password.

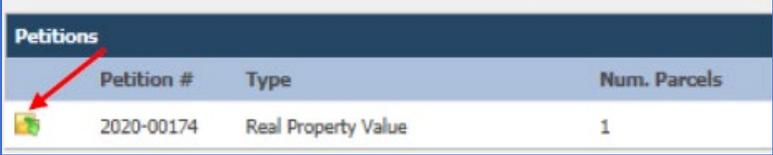


CHECK PETITION STATUS

Transaction #: Password: [Log In](#)

[Forgot your password?](#)

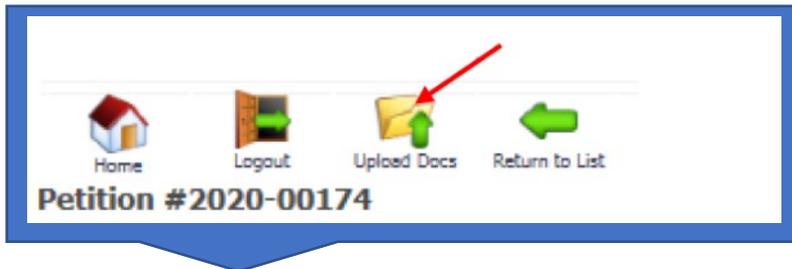
You will have access to all petitions filed under this transaction number. Click on the folder to the left of the petition number, to open the petition.



Petitions			
	Petition #	Type	Num. Parcels
	2020-00174	Real Property Value	1

Part 2.

See options below and select Upload Docs.



Part 3.

Evidence Upload Field.

The Hearing starts – will be your hearing date and time.

Must be uploaded before end of day on – Evidence due date

Evidence Upload

Please note that the maximum upload file size cannot exceed 64.00 MB

- If you receive an error while saving it is likely due to a file being uploaded that is greater in size than the current limit

All files upload must be in PDF format!

The Hearing starts
Web Submittal History:

No evidence has been uploaded by this user.

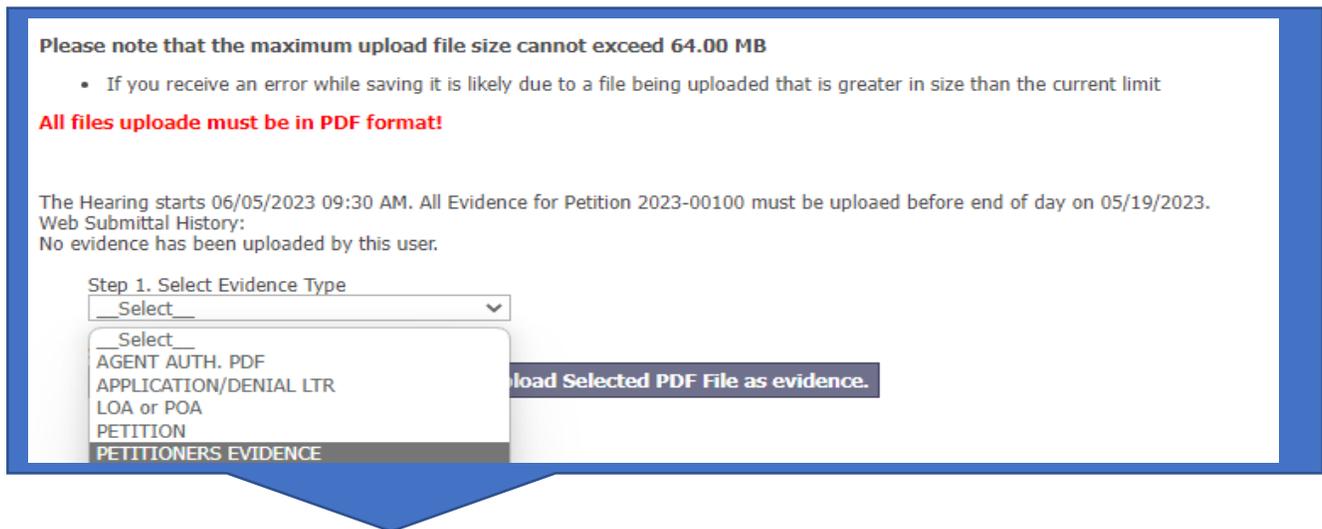
All Evidence for Petition 2023-00062 must be uploaded before end of day on

Step 1. Select Evidence Type

__Select__

Step 1.

Click on the drop down on the Select Evidence Type and Select **Petitioners Evidence**.



Please note that the maximum upload file size cannot exceed 64.00 MB

- If you receive an error while saving it is likely due to a file being uploaded that is greater in size than the current limit

All files upload must be in PDF format!

The Hearing starts 06/05/2023 09:30 AM. All Evidence for Petition 2023-00100 must be uploaded before end of day on 05/19/2023.
Web Submittal History:
No evidence has been uploaded by this user.

Step 1. Select Evidence Type

__Select__

- __Select__
- AGENT AUTH. PDF
- APPLICATION/DENIAL LTR
- LOA or POA
- PETITION
- PETITIONERS EVIDENCE**

Upload Selected PDF File as evidence.

Step 2.

Select the **Choose File** button and locate the evidence file (in PDF format only) on your computer. Selecting your file will place it into this section. Now that you see your file name in this section, click on the **Upload Selected PDF File as evidence**.



Part 4.

Upon successful completion of your evidence upload, the message below will appear, letting you know that your upload was successful.



Part 5.

You will be given the option to remove the evidence in its entirety and start over **ONLY at the time it is uploaded**. Selecting this option will remove ALL of the evidence you recently uploaded, it would not affect any evidence uploaded in a previous upload session.

Tip: Should you use this option, review your transaction(s) to ensure it was removed and proceed as needed. Evidence can be uploaded up to the deadline date however, there is a deadline to complete all evidence uploads. Should you need to return at a later date or time, to complete your upload you can start back at Part 2.



After all your uploads have been completed, click on the Red X at the top right to close the page.

