



State of Illinois
PROPERTY TAX APPEAL BOARD

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November 17, 2020

Important Notice Update

(Updates to the September 21, 2020 update are *italicized* and **bolded**, deletions are indicated by ~~strike through~~)

The PTAB will be operating as follows until further notice.

Effective December 1, 2020, the PTAB will be conducting all hearings remotely using the WebEx virtual platform. The PTAB will not conduct in-person hearings until after the public health emergency related to the COVID-19 pandemic eases.

The virtual/remote hearings will be open to the public via the WebEx virtual platform. Additional information on virtual hearings will be posted on this website.

In addition to issuing decisions, the PTAB continues to release various notices such as, but not limited to, acknowledging the receipt of appeals, notifying county boards of review, acknowledging intervention, and establishing filing deadlines.

The PTAB does not accept evidentiary documents electronically at the PTA.Clerk@Illinois.gov e-mail address, outside of new appeals. Please do not send any documents to this e-mail address, as the PTAB does not have the staff to process voluminous documents electronically.

The 30-day period to file an appeal to the PTAB from a board of review (BOR) decision or PTAB decision has not been extended. This deadline is set by statute and cannot be changed without legislative action. Therefore, at minimum, send, via USPS or ***another*** ~~other~~ delivery service, the completed first page of the appeal form with a copy of the BOR or PTAB decision and have it postmarked within 30 days of the written decision of either the BOR or the PTAB. In the alternative, you may download the appeal form, complete the first page, sign it, and e-mail it by the 30-day deadline to PTA.Clerk@Illinois.gov along with a copy of the BOR or PTAB decision.

All appeal forms are available on our website. Either method will preclude the party from physically going into the office. In Cook County, you may also file the appeal within 30 days after the date that the BOR transmits to the county assessor pursuant to Section 16-125, its final action on the township in which the property is located. You may ask for an extension at that time.

The PTAB continues to require any Request to Intervene that is currently pending be filed within the 60-day time frame of the notice from the BOR to the taxing district of the appeal.

BOARD MEMBERS

Jim Bilotta
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Please note that pursuant to Section 1910.60(e)(1) of the PTAB's rules (86 Ill.Admin.Code 1910.60(e)(1)) if the Request to Intervene is filed without the resolution of the taxing body authorizing intervention, provide a written explanation of the reason and a request for an extension to file the resolution, which will be liberally construed by the PTAB until further notice. You may also ask for an extension of time to file evidence at that time.

The PTAB has determined that it will resume scheduling hearings to begin in October ~~at its offices located in Springfield and Des Plaines,~~ ***which will now take place as virtual hearings via the WebEx virtual platform, which can be found at [Illinois.WebEx.com](https://www.illinoiswebex.com).*** Pursuant to section 1910.67(b) of the PTAB's rules (86 Ill.Admin.Code 1910.67(b)), at least 20-days advanced notice will be provided ***to*** the parties of the scheduled hearing date. The ***virtual*** hearing room ***log-in information*** will be set up to provide for masking, social distancing and protection from others attending the hearings ***included on the notice of hearing and published on the PTAB website.***

The majority of the PTAB staff continues to work remotely but can answer any questions you may have by calling us at 217/782-6076 or by sending an e-mail to the Clerk of the PTAB at the PTA.Clerk@Illinois.gov e-mail address.

/s/ Michael O'Malley
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