



# Standing Order Property Tax Appeal Board

KEVIN L. FREEMAN  
*Chairman*

MICHAEL I. O'MALLEY  
*Executive Director & General Counsel*

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## Standing Order on Pre-Hearing Conferences and Continuances

The Property Tax Appeal Board (the Board) finds as follows:

1. As of May 10, 2021, over ninety-five thousand (95,000) open cases are pending before the Property Tax Appeal Board.
2. The Illinois General Assembly mandates the Board to provide a speedy hearing on the matters that appear before it. *35 ILCS 200/16-180.*

### IT IS HEREBY ORDERED:

The Executive Director of the Property Tax Appeal Board is to develop policies and procedures to enforce the following:

- A. Pre-Hearing Conferences – Formal Settlement Conferences (86 Ill.Admin.Code §1910.73).** The purpose of a pre-hearing conference is to assist in a speedy resolution of cases before this Board by narrowing the issues. To this end, it is in the Executive Director's or a hearing officer's discretion to set a pre-hearing conference for any matter which may benefit from such conference.
- B. Hearing Continuances (86 Ill.Admin.Code §1910.67(i)).** Once the Board schedules a hearing, the Board will not grant a continuance, based on a party's motion, without the party showing "good cause," as defined in the rule. When the basis for the continuation is the inability of a party or witness to attend the hearing, the movant must attach, to the motion, a notarized affidavit attesting to the reason(s) a party or witness cannot attend. The affidavit shall be sworn to by the individual who is unable to participate in the hearing. When a party or witness cannot personally attend an in-person hearing but is otherwise available, it is within the Executive Director's discretion to allow that party or witness to attend remotely via a virtual platform such as WebEx. The Board expressly states – *a continuance for a party or parties to sign, execute or vote on an agreed stipulation is not "good cause."*
- C. Sanctions (86 Ill.Admin.Code §1610.69).** Sanctions will be imposed for a party's failure to comply with the Board's rules concerning pre-hearing conferences and hearing continuances, up to and including a finding of default.

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### BOARD MEMBERS

Jim Bilotta  
*Frankfort*

Robert J. Steffen  
*South Barrington*

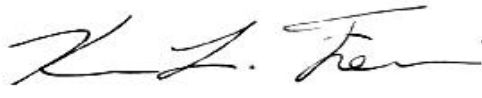
Dana D. Kinion  
*Springfield*

Sarah Buckley  
*Chicago*

The Executive Director will immediately publish this Order on the Property Tax Appeal Board website.

Nothing in this Order changes the Board's existing rules. This **Standing Order on Pre-Hearing Conferences and Continuances** only directs the Executive Director to enforce the current rules of this Board.

This Order will remain in effect until repealed by a vote of the Board.




Chairman



Member



Member



Member



Member



Clerk

Entered this 3rd day of June, 2021.