Property Tax Appeal Board
Electronic Filing Portal Capabilities

These are the capabilities currently available on the Electronic Filing Portal (EFP). Pleadings filed through the EFP are processed more quickly. Any filing not listed below must be mailed to the Springfield office.

APPELLANT	COUNTY	INTERVENOR
New Appeals		
Accept Proposed Stipulation	Accept Proposed Stipulation	Accept Proposed Stipulation
Evidence Submission	Certificate	Evidence Submission
Extension Request	Extension Request	Extension Request
Incomplete Response	Notes and Evidence[1]	Propose Stipulation
Propose Stipulation[2]	Propose Stipulation[1]	Reject Proposed Stipulation
Rebuttal Evidence	Reject Proposed Stipulation	Request to Intervene
Rebuttal Extension Request	Signed Stipulation (Fully Signed)	Resolution Submission
Reject Proposed Stipulation		Signed Stipulation (Fully Signed)
Signed Stipulation (Fully Signed)		Withdraw Intervention
Withdrawal Request		

Important Notice (worth repeating): If you want to file a motion, pleading, waiver of hearing, or other document not listed above, you must mail it to the Springfield office. If the matter has been assigned to an administrative law judge (ALJ) or hearing officer, also send a courtesy copy of the filing to the ALJ or hearing officer, with proper notice to all parties. If you have any questions, call the Springfield office at (217) 782-6076.

[1] The Notes on Appeal form includes a section for proposing a stipulation. The Notes on Appeal form must be filed on an appeal to avoid the County being defaulted.

[2] For Cook County appeals where a hearing is requested by any party, a proposed stipulation can only be e-filed after a hearing or pre-hearing is scheduled. If a hearing has not been scheduled, the proposed stipulation must be mailed to the Springfield office.