

## **POPLAR Frequently Asked Questions**

**Question:** What is the Portal for Online Property Legal Appeal and Review (“POPLAR”)?

**Answer:** POPLAR is an online docket and electronic filing system for petitions before the board.

**Question:** What features does POPLAR provide that are not available if I file my petition on paper?

**Answer:** Parties who elect to use POPLAR will be able to file petitions, submit motions or other materials related to a petition, access chronological case summaries, send and receive messages from all parties including the administrative law judge assigned to the petition, and receive electronic notification via e-mail regarding any filing, order, notice, or other POPLAR event.

**Question:** Am I required to use POPLAR to file my petition?

**Answer:** No, petitioners may still file paper petitions with the Board via traditional methods of service. However, assessing officials are required to utilize POPLAR for managing appeals regardless of whether petitioners use POPLAR.

**Question:** I originally filed my petition on paper but would like to utilize POPLAR going forward, is that possible?

**Answer:** Yes. A party or authorized representative may elect to use POPLAR by 1) creating an Access Indiana Account (<https://access.in.gov/client/signup/>), 2) select the POPLAR portal icon on the “Services” page in Access Indiana, 3) search for your appeal(s) (<https://www.in.gov/ibtr/poplar/search/OpenAppeals>), 4) select the “Actions” icon in the far right column, and 5) complete and file the standardized appearance form via POPLAR. You will receive an email notification once the appearance is processed and approved.

**Question:** Are parties required to monitor their POPLAR accounts?

**Answer:** Yes, if a petitioner chooses to use POPLAR (assessing officials are required to use and monitor POPLAR) then the petitioner must monitor the account. Failure to do so will not relieve a party of any responsibility triggered by an event documented in POPLAR. The Board understands there will be a transition period, which is why we will continue to provide and accept physical copies of materials for thirty (30) days after POPLAR goes live.

**Question:** When a party submits something to the Board via POPLAR, when is it considered filed?

**Answer:** When determining designated periods of time and filing dates, the date on which the document is successfully filed via POPLAR will constitute the date of filing. However, documents submitted that are incompatible with POPLAR’s format requirements will not be considered filed.