

## Quick Reference Guide: POPLAR Appearance Filing

### **POPLAR Filing an Appearance**

The Portal for Online Property Legal Appeal and Review (POPLAR) allows taxpayers who have already filed an appeal with their county's Property Tax Assessment Board of Appeals (PTABOA) to appeal that decision online to the IBTR. You must have an Access Indiana account before you can utilize POPLAR for purposes of submitting and managing appeals with the IBTR. Taxpayers (and their attorneys or tax representatives) can access appeals by either entering an appearance for a pending appeal or by filing a new IBTR appeal through POPLAR. This Quick Reference Guide (QRG) will review the steps required to file an online appearance with the IBTR.

### ***Search Open Appeals***

In order to submit an online appearance through POPLAR, the subject appeal must first be located by way of the **Open Appeals** search. A key feature to the POPLAR application is the provision of access to the IBTR repository of open appeals; providing an opportunity for authenticated users to search, review, and interact with active cases.

**Note: The Open Appeals search is only available to authenticated/registered users.**

To **Search Open Appeals**, follow these steps:

1. As an authenticated/registered user, login to POPLAR (<https://www.in.gov/ibtr/poplar>).
2. Once the respective Home page loads, select the page **Menu** in the upper left corner of the page and choose **Search Open Appeals** (see Figure 1).

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Figure 1: Search Open Appeals – Menu

The screenshot displays the POPLAR web application interface. On the left, a dark sidebar menu contains the following items: MY APPEALS, SEARCH IBTR DECISIONS, SEARCH OPEN APPEALS (highlighted with a blue mouse cursor), START A PETITION, PARTY DELEGATION, HEARING CALENDAR, IBTR, MY PROFILE, and LOGOUT. The main content area features a header for "the Portal for Online Property Legal Appeal and POPLAR")" and a table of appeals. The table has the following data:

| Petition Number        | Group | Petition Type | Address of Property | Status | Date Submitted      | Actions |
|------------------------|-------|---------------|---------------------|--------|---------------------|---------|
| 82-019-24-1-5-00857-23 |       | Form 131      | 507 Caranza Ct      | Open   | 10/16/2023, 9:23 AM | [Icon]  |

On the right side, an "Alerts" sidebar shows a list of document uploads:

- 3/14/2025 8:52 AM CDT: Document(s) Uploaded Khris Seger 82-019-24-1-5-00857-23. [Mark as Unread](#)
- 3/12/2025 10:14 AM CDT: Document(s) Uploaded Khris Seger 82-019-24-1-5-00857-23. [Mark as Unread](#)
- 3/8/2025 7:13 PM CST: Document(s) Uploaded Khris Seger 82-019-24-1-5-00857-23. [Mark as Unread](#)
- 2/28/2025 9:07 AM CST: Document(s) Uploaded Khris Seger 82-019-24-1-5-00857-23. [Mark as Unread](#)
- 2/17/2025 3:06 PM CST: Document(s) Uploaded Khris Seger 82-019-24-1-5-00857-23. [Mark as Unread](#)
- 2/12/2025 7:59 AM CST: Document(s) Uploaded

3. Upon selection, the user is navigated to the Search Open Appeals page (see Figure 2)

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Figure 2: Search Open Appeals – Search Open Appeals page

The screenshot shows the 'Search' section of the POPLAR application. At the top, there is a search bar with the text 'Search POPLAR' and a magnifying glass icon. Below the search bar are several filter dropdowns: 'All Counties', 'All Townships', 'All Petition Types', and 'Assessment Year'. There are also fields for 'Start Received Date' and 'End Received Date', and a 'Clear Filters' button. Below the search area is a table with the following columns: Received Date, Petitioner, County, Township, Petition Number, Group, Petition Type, Address of Property, Status, Parcel Number, Assessment Year, and Actions. The table contains 10 rows of data, with the first row showing a petition received on 3/18/2025 by Tessa Seckman in Fayette County, Harrison Township, with petition number 21-007-24-1-5-00170-25. The page number is 1 of 154 (1532 items).

4. Enter the desired parameters into the Search Component field(s). For example, see Figure 3.

Figure 3: Search Open Appeals – Search Component Parameters

This screenshot is similar to Figure 2 but shows the search filters populated. The 'Search POPLAR' field is empty. The 'All Counties' dropdown is set to 'Vanderburgh', 'All Townships' is set to 'All Townships', 'All Petition Types' is set to 'Form 131', and 'Assessment Year' is set to '2022'. The 'Clear Filters' button is still present. The table below shows 3 results for the search criteria. The first row shows a petition received on 12/2/2024 by Telecommunications Spring... in Vanderburgh County, Knight Township, with petition number 82-027-22-1-4-01092-24. The page number is 1 of 1 (3 items).

5. The search can be further refined by using the filter row cells in the grid columns (See Figure 4)

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Figure 4: Search Open Appeals – Filter, Column

The screenshot shows the POPLAR search interface. At the top, there is a navigation bar with the IN.gov logo and the text "Indiana Board of Tax Review - POPLAR". On the right side of the navigation bar are icons for "MY APPEALS", "START A PETITION", "SEARCH DECISIONS", and "LOGOUT". Below the navigation bar is a "Search" section with the heading "Search the Current Open Appeals. Click here to view the [FAQ](#)". There is a search input field with the text "Search POPLAR" and a magnifying glass icon. Below the search field are several filter dropdowns: "Vanderburgh", "All Townships", "Form 131", and "2022". There are also fields for "Start Received Date" and "End Received Date" with a calendar icon, and a "Clear Filters" button. Below the search filters is a "Reset Grid To Defaults" link and a note "Drag a column header here to group by that column". The main part of the screenshot is a data grid with the following columns: Received Date, Petitioner, County, Township, Petition Number, Group, Petition Type, Address of Property, Status, Parcel Number, Assessment Year, and Actions. The first row of data shows a record for "HCV" with a received date of "1/30/2024", petitioner "HCV Evansville Hotel LLC", county "Vanderburgh", township "Pigeon Township", petition number "82-029-22-1-4-00081-24", petition type "Form 131", address "601 Walnut St.", status "Open - hearing pending", parcel number "82-06-30-020-107.001-029", and assessment year "2022". A blue arrow points to the "Petitioner" column header. At the bottom right of the grid, it says "Page 1 of 1 (1 Items)" and "1".

### File an Appearance

Once the desired record is located, the process of filing an appearance can be started. Follow these steps to start the process:

1. In the Actions column of the data grid result set, select the *File an Appearance* action icon (See Figure 5).

Figure 5: Search Open Appeals – File an Appearance Action

This screenshot is similar to Figure 4, showing the same search interface. However, a blue box highlights the "Actions" column of the data grid. Within this box, the "File an Appearance" icon is clearly visible and highlighted with a blue border. The rest of the interface, including the search filters and the data grid content, is identical to Figure 4.

2. The Appearance page will open (See Figure 6).

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Figure 6 – Appearance page

**Authorized Representative Requirements**

Pursuant to 52 I.A.C. 4-3-6, all Authorized Representatives must file a notice of appearance. A notice of appearance should include petition number, petitioner and respondent names, subject property, subject property address, parcel number(s), county and township where the subject property is located, assessment year(s), attorney number (if applicable), telephone number, and e-mail address. The IBTR's sample appearance form can be found at this link: <https://www.in.gov/libtr/files/NoticeofAppearanceSample.pdf>.

Additionally, Taxpayer Representatives must file a Tax Representative Disclosure Statement and a Power of Attorney. Certified Public Accountants must also file a Power of Attorney.

**Appearance Type:** \*

Select Appearance Type

**Appearance on Behalf of:** \*

Select One

| File Name         | Date Uploaded |
|-------------------|---------------|
| No file uploaded. |               |

Select File to Upload

Cancel Submit

3. From the drop down menus (See Figure 7), make the appropriate selections for:
  - a. Appearance Type; and
  - b. Appearance on Behalf of

See Figure 7 – Appearance options

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Additionally, Taxpayer Representatives must file a Tax Representative Disclosure Statement and a Power of Attorney. Certified Public Accountants must also file a Power of Attorney.

**Appearance Type:** \*

Attorney Representative

**Appearance on Behalf of:** \*

Petitioner

Select One

Petitioner

Respondent

Other

| File Name         | Date Uploaded |
|-------------------|---------------|
| No file uploaded. |               |

Select File to Upload

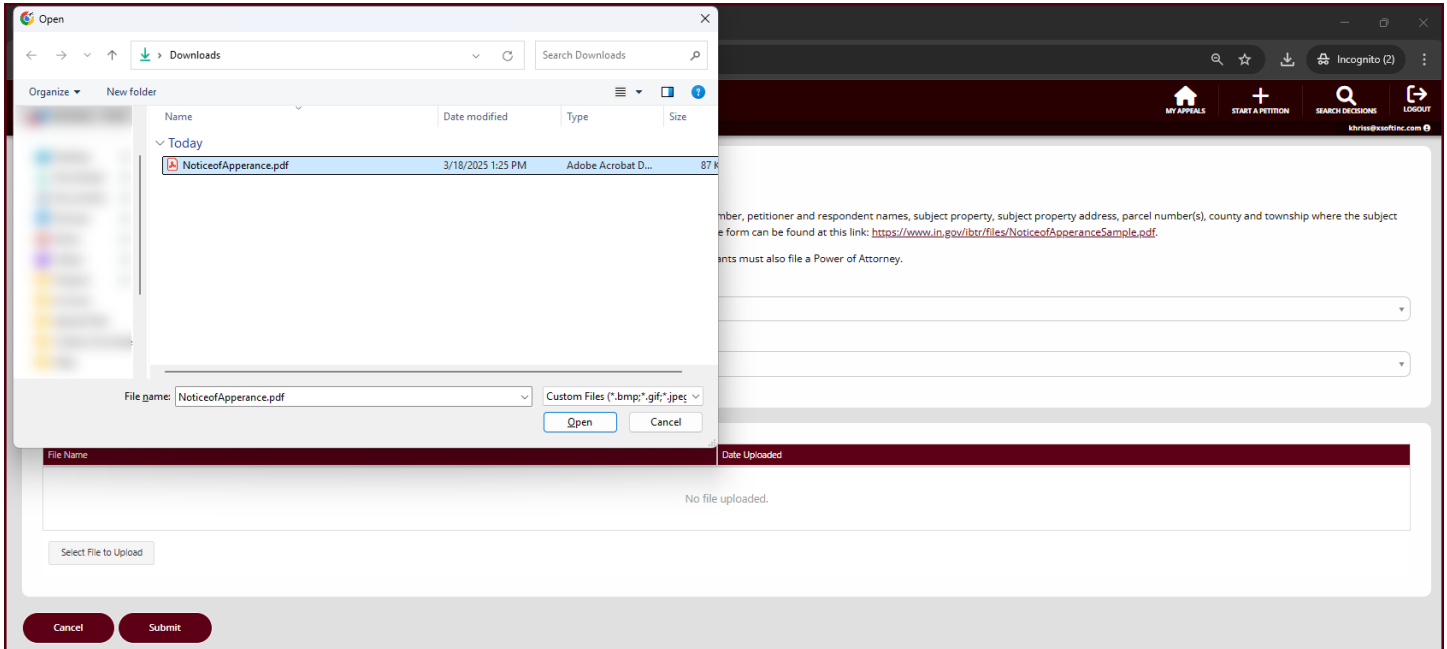
Cancel Submit

**Note: See the Authorized Representative Requirements at the top of the page for detailed guidance**

4. In the grid, choose the *Select File to Upload* button to provide the required appearance form, a sample of which is provided in the **Authorized Representative Requirements** guidance at the top of the page (See Figure 8).

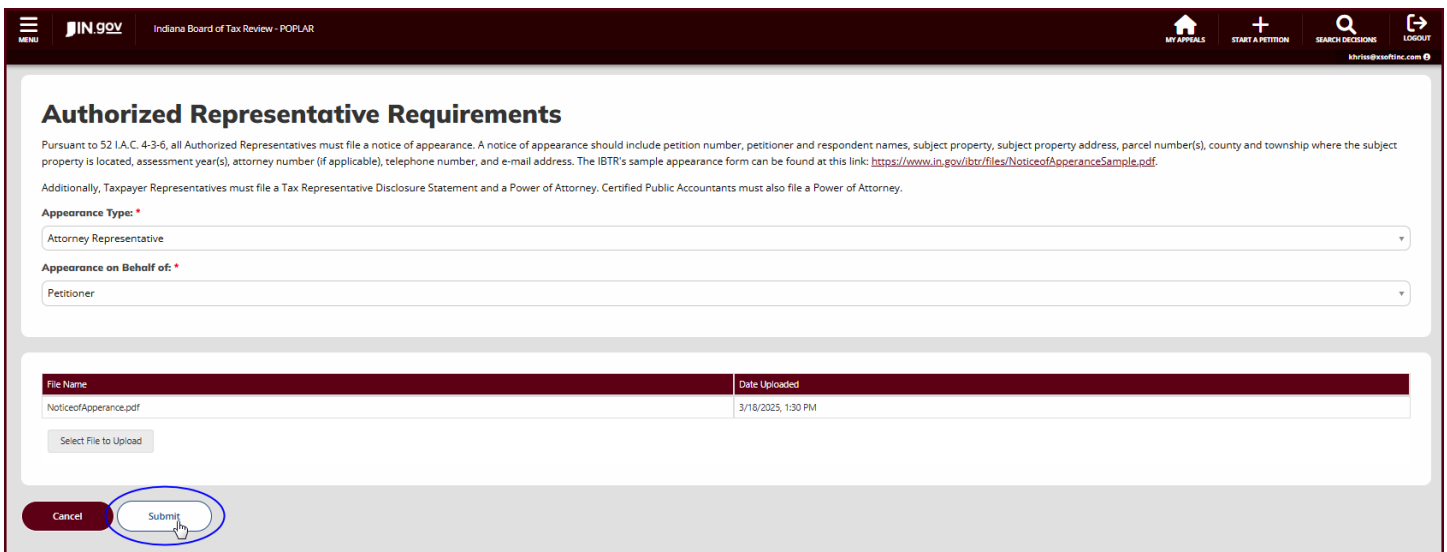
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Figure 8 – Select File to Upload



5. Once successfully uploaded, select *Submit* to complete the filing process (See Figure 9).

Figure 9 – Submit Appearance



6. Upon submission, the *Acknowledgement of Service* prompt is presented, requiring the user to *accept* and *confirm* to complete the process (See Figure 10).

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Figure 10 – Acknowledgement of Service

Acknowledgement of Service

Once accepted by the Indiana Board of Tax Review, a copy of this document will be transmitted to the other parties associated with the petition(s) identified in this document. Thus, by submitting this appearance, you accept and acknowledge that an electronic copy of this document will be forwarded to the appropriate parties. The name and contact information provided in the submitted appearance will be used for service by the Indiana Board of Tax Review. All parties have an ongoing obligation to advise the Board of any changes concerning information contained in the submitted appearance and to provide updates accordingly.

I accept     I decline (by declining this acknowledgement, the appearance will not be uploaded in the system and will not be considered filed)

**Confirm**

7. Once the *Acknowledgement of Service* is completed, the user will be returned to the **Search Open Appeals** page.

**Note: Access to the subject appeal is pending the review of the Appearance request. Once approved, the applicant will receive notification via the email address provided as part of the submission.**

### Additional Guidance:

- Taxpayers with open cases do not automatically have access to their appeals on POPLAR.
- Taxpayers must enter an appearance in each appeal (each IBTR case number) to access that appeal.
- County assessors and staff are automatically POPLAR users through the submission of [Form 140](#). Additional county assessor staffers (and county attorneys) gain access to POPLAR by entering an appearance through POPLAR for a pending appeal.