

Quick Reference Guide: POPLAR Continuance Request

POPLAR Continuance Requests

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. For those individuals that are party to an appeal and wish to submit a motion for continuance, the system provides an application-style submission process. Details related to such a motion can be completed online and automatically filed with IBTR as a newly created PDF document. This Quick Reference Guide (QRG) will review the steps required to file a motion for continuance with the IBTR.

Search My Petitions/Appeals

In order to file a motion for continuance online through POPLAR, the subject appeal must first be located by way of a search of **My Petitions/Appeals**.

Note: To file a motion for continuance, the authenticated/registered user must already exist as a party to the appeal; having an online appearance on file with the IBTR.

To search **My Petitions/Appeals**, follow these steps:

1. As an authenticated/registered user, login to POPLAR (<https://www.in.gov/ibtr/poplar>).
2. By default, the POPLAR page for 'Party' users (Petitioners, Respondents, Authorized Representatives) is the **My Petitions/Appeals** home page upon login.
3. From the **My Petitions/Appeals** data grid, if the subject is not readily visible, the user can search any one of the available data fields using the *Search* box located just above the righthand corner of the grid (See Figure 1).

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Figure 1 – My Petitions/Appeals – Data Grid Search

My Petitions/Appeals

[Reset Grid To Defaults](#)

Status

Petitioner	County	Petition Number	Group	Petition Type	Address of Property	Date Submitted	Actions
▼ Status: Open							
Mya Rudolph	Vanderburgh	82-019-24-1-5-00787-24		Form 131	507 Main	10/14/2024, 3:16 PM	7 <input type="button" value="View"/>
Alex Smith	Vanderburgh	82-019-24-1-5-00788-24		Form 131	507 Caranza Ct	10/15/2024, 3:46 PM	4 <input type="button" value="View"/>
Mike Thomas	Vanderburgh	82-021-23-1-5-00001-25		Form 131	507 Caranza Ct	2/14/2025, 9:20 AM	4 <input type="button" value="View"/>
SCHNUR, DANIEL J & ERIKA T/E	Vanderburgh	82-019-23-1-5-00783-24		Form 131	7 CARANZA AVE	10/9/2024, 8:05 AM	1 <input type="button" value="View"/>
▼ Status: Open - hearing pending							
Glenn Seger	Blackford	05-001-24-1-5-00786-24		Form 131	515 Main	10/11/2024, 12:11 PM	6 <input type="button" value="View"/>
▼ Status: Submitted (Continues on the next page)							
Allen Caldwell	Vanderburgh	Pending		Form 131	123 Main	10/14/2024, 3:55 PM	<input type="button" value="View"/>
DAUGHTERS OF CHARITY OF ST VINCENT DE PAUL OF IND	Vanderburgh	Pending		Form 132	611 N FIRST AVE	10/9/2024, 8:00 AM	<input type="button" value="View"/>

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Grid Tips:

- Grouping petitions by common elements like status or county can be accomplished by selecting and dragging any column heading to the group panel above the grid
- By selecting the icon to the left of petition groupings, the view can be expanded or collapsed
- Sort columns in ascending or descending order by left clicking on the column name
- Return the view to its original settings by selecting the Reset Grid to Defaults action above the group panel

4. Once the desired appeal is identified, select the *View Appeal* action icon from the Actions column (See Figure 2).

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Figure 2 – My Petitions/Appeals – View Appeal Action

My Petitions/Appeals

Reset Grid To Defaults

Status:

Petitioner	County	Petition Number	Group	Petition Type	Address of Property	Date Submitted	Actions
Status: Open							
Mya Rudolph	Vanderburgh	82-019-24-1-5-00787-24		Form 131	507 Main	10/14/2024, 3:16 PM	
Alex Smith	Vanderburgh	82-019-24-1-5-00788-24		Form 131	507 Caranza Ct	10/15/2024, 3:46 PM	
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Status: Open - hearing pending							
Glenn Seger	Blackford	05-001-24-1-5-00786-24		Form 131	515 Main	10/11/2024, 12:11 PM	
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5. The *View Appeal* page will open (See Figure 3).

Figure 3 – View Appeal

View Appeals

Request Continuance

Petition Detail

Petitioner Name: Glenn Seger
 ITR Petition Number: 05-001-24-1-5-00786-24
 Assessment Year: 2024
 Group Number:
 Status: Open - hearing pending
 Petition Type: Real Property
 Under Appeal: Yes, 2022
 Direct Appeal: No
 Small Claims: Accept Small Claims
 Administrative Law Judge: XSoft ALJ

Property Information

Petitioner Information

Messages (Visible to All)

Parties

Name	Email	Phone	Party Type
Glenn Seger	khrista@xsoftinc.com	(812) 483-8902	Petitioner
Blackford County Assessor		(765)348-1707	Respondent
XSoft ALJ			Administrative Law Judge

Events

Date	Details
2025-01-29	Document Filed File Description: Order File Name: TestUploadFile1.txt Uploaded: 01/29/2025
2025-01-24	Hearing Scheduled - Initial Hearing Scheduled for 2/26/2025 10:12 AM ET / 9:12 AM CT Hearing Officer: XSoft ALJ Location: Blackford County Courthouse 110 W. Washington St. Commissioner's Room Hartford City, IN 47348
2024-10-22	General - Administrative Law Judge assigned XSoft ALJ
2024-10-11	General - Status Change Changed to: Open
2024-10-11	Case Opened
2024-10-11	Received Date

All highlighted documents are unsubmitted. To finalize your document uploads, you must choose a File Description for each and then select the Save and Submit Documents button before exiting this page.

Filename	File Description	Uploaded By	Date Uploaded	Filed Date	Confidential	Size	Status	Actions
Brief Test.txt	Brief	Admin Seger	3/14/2025, 8:35 AM	3/14/2025, 8:36 AM		+1 MB	Stored	
TestUploadFile1.txt	Order		1/29/2025, 2:00 PM	1/29/2025, 2:00 PM		+1 MB	Stored	
TestFile2.txt	Request		1/13/2025, 3:15 PM			+1 MB	Stored	

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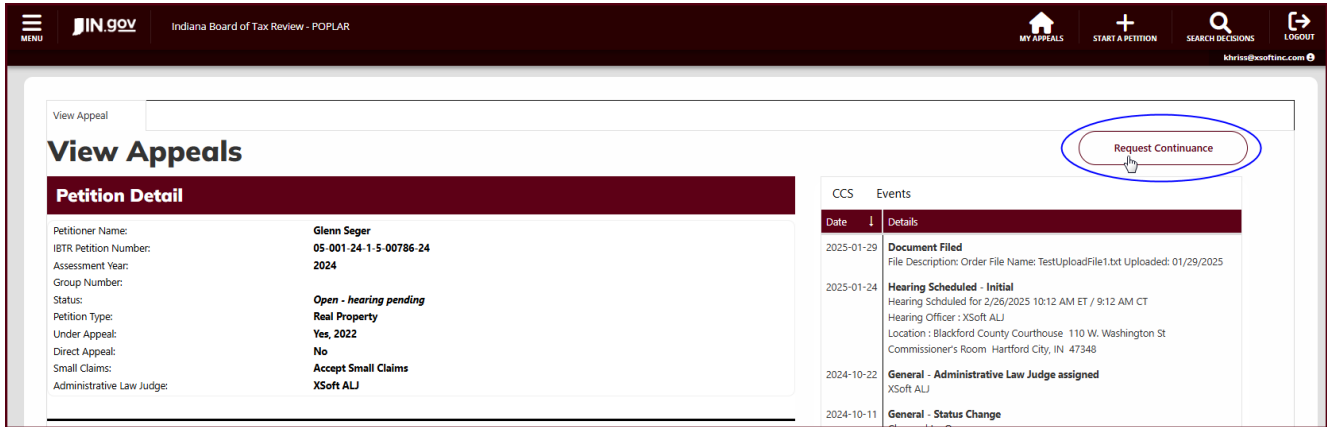
Select Files to Upload

Save and Submit Documents

6. In the upper right corner, locate and select the *Request Continuance* button (See Figure 4).

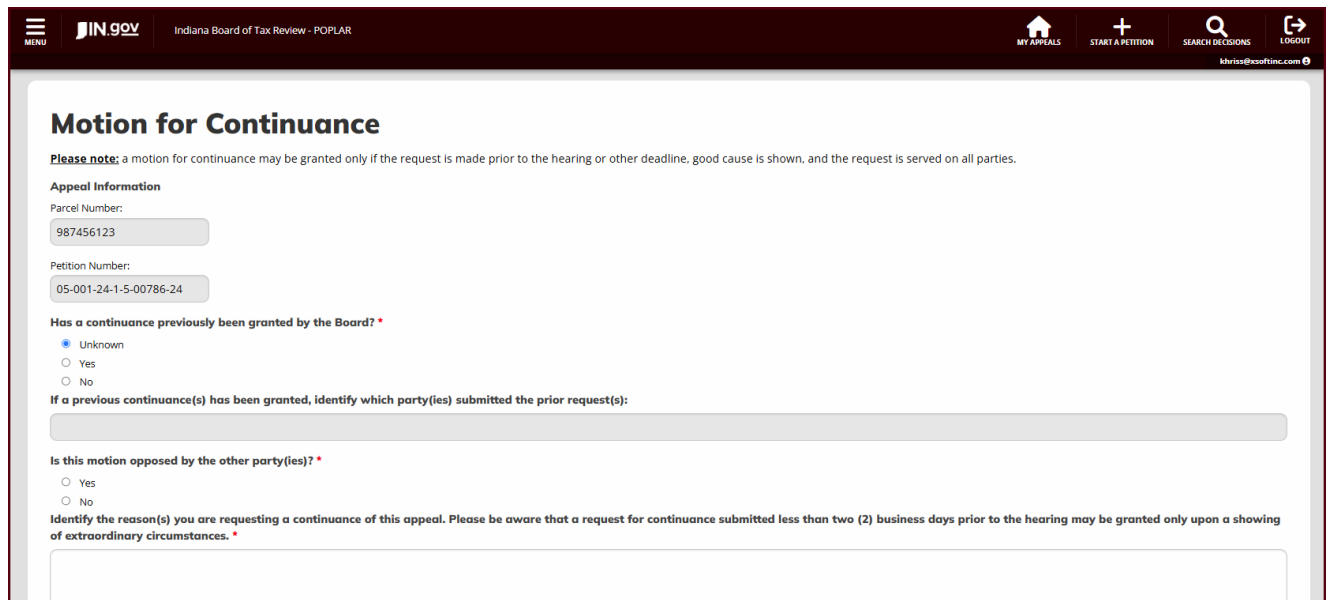
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Figure 4 – Request Continuance button



7. The **Motion for Continuance** page opens (See Figure 5).

Figure 5 – Motion for Continuance



8. Review and complete all required fields presented on the **Motion for Continuance**.

9. Once the required fields are completed, the preparer must also affirm under penalties of perjury the information herein is true and accurate by selecting the checkbox just above the *Submit* button (See Figure 6).

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Figure 6 – Motion for Continuance – Affirm

Name *
Glenn Seger

Address Line 1 *
9229 Valley View Drive

Address Line 2

City *
Evansville

State *
IN

Zip *
47711

Signature *
Glenn Seger

Date signed (month, day, year) *
03/18/2025

I affirm under penalties of perjury the information herein is true and accurate to the best of my knowledge and belief. Additionally, I understand that my request for this continuance may not be granted. Unless I hear directly from the Board staff that my continuance has been granted, I must appear at the scheduled hearing. By submitting this form to the IBTR, I accept and acknowledge that an electronic copy of this document will be forwarded to all parties that have filed an appearance in this matter. *

Cancel Submit

10. Upon review and completion of the required fields, complete the request by selecting the *Submit* button in the lower left corner of the page (See Figure 7).

Figure 7 – Motion for Continuance – Submit

I affirm under penalties of perjury the information herein is true and accurate to the best of my knowledge and belief. Additionally, I understand that my request for this continuance may not be granted. Unless I hear directly from the Board staff that my continuance has been granted, I must appear at the scheduled hearing. By submitting this form to the IBTR, I accept and acknowledge that an electronic copy of this document will be forwarded to all parties that have filed an appearance in this matter. *

Cancel Submit

11. Once completed, the user will be prompted with an option to return to the subject appeal or to be routed to their Home (My Petitions/Appeals) page (See Figure 8).

Figure 8 – Motion for Continuance Submitted

MENU IN.GOV Indiana Board of Tax Review - POPLAR MY APPEALS START A PETITION SEARCH DECISIONS LOGOUT khrrs@ibotrinc.com

Request for Continuance Submitted

You have successfully submitted your request for a continuance.

View Appeal Home

Note: The newly created PDF document will be available immediately on the View Appeal page along with an entry in the Chronological Case Summary (CCS). Too, all parties will be notified via email of the addition to the appeal.