

Quick Reference Guide: POPLAR Hearing Calendar

POPLAR Hearing Calendar

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. This Quick Reference Guide (QRG), however, provides direction to the Online Hearing Calendar available to all users, whether registered to utilize the site or not.

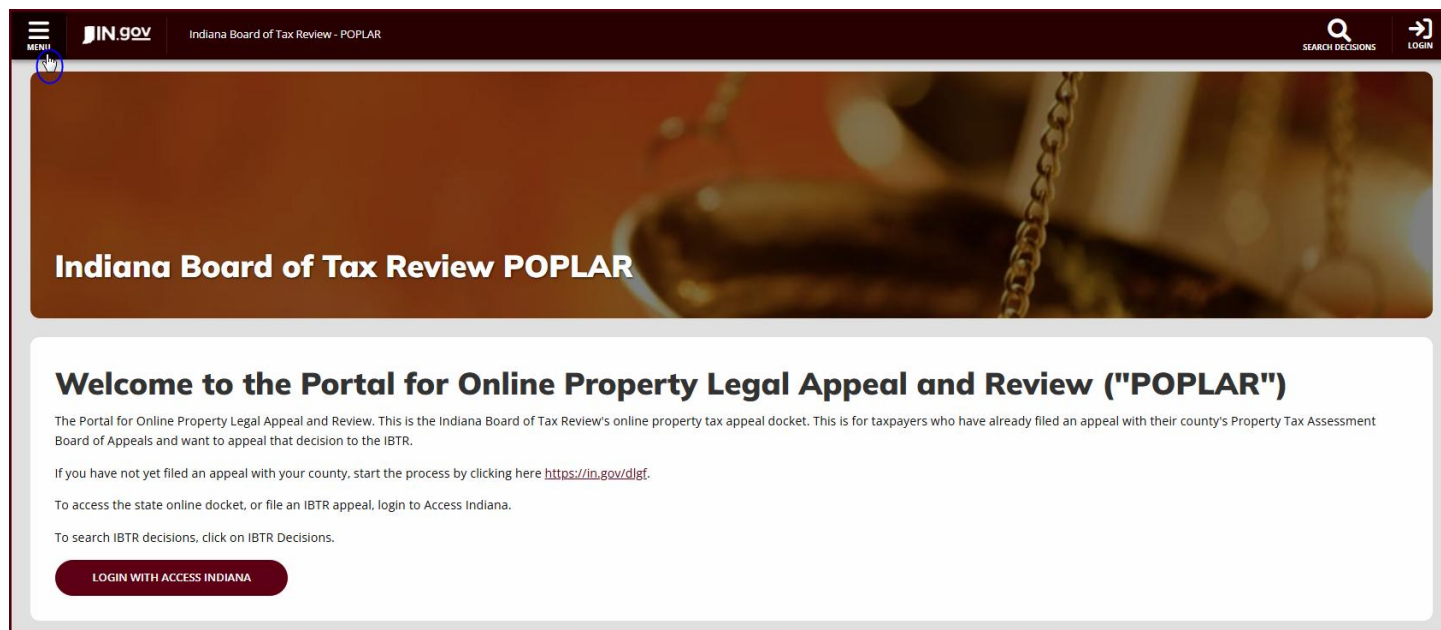
Access the Online Hearing Calendar

The POPLAR Online Hearing Calendar provides users of the application with access to a listing of the IBTR's scheduled hearings. This IBTR calendar groups hearings by county, provides a few filtering options, and presents data in both weekly and monthly views, while also providing the user with options to export data. Again, there is no requirement to register with the system to view the page.

To access the POPLAR Hearing Calendar, follow these steps:

1. Go to POPLAR (<https://www.in.gov/ibtr/poplar>).
2. From the landing page, select the page **Menu** in the upper left corner of the page (see
3. Figure 1).

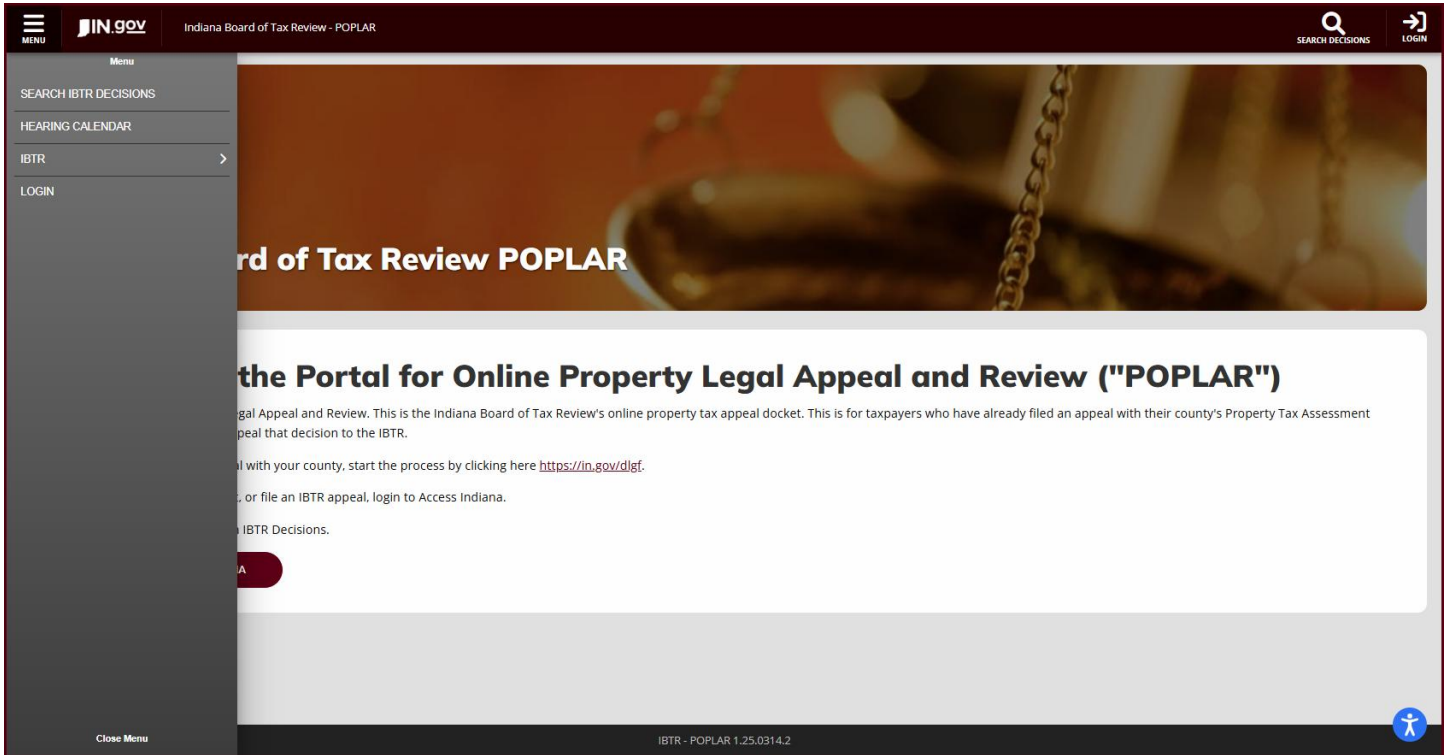
Figure 1: POPLAR Landing Page – Menu



4. This action will open the POPLAR Menu (see Figure 2).

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Figure 2: Landing Page – Menu Options

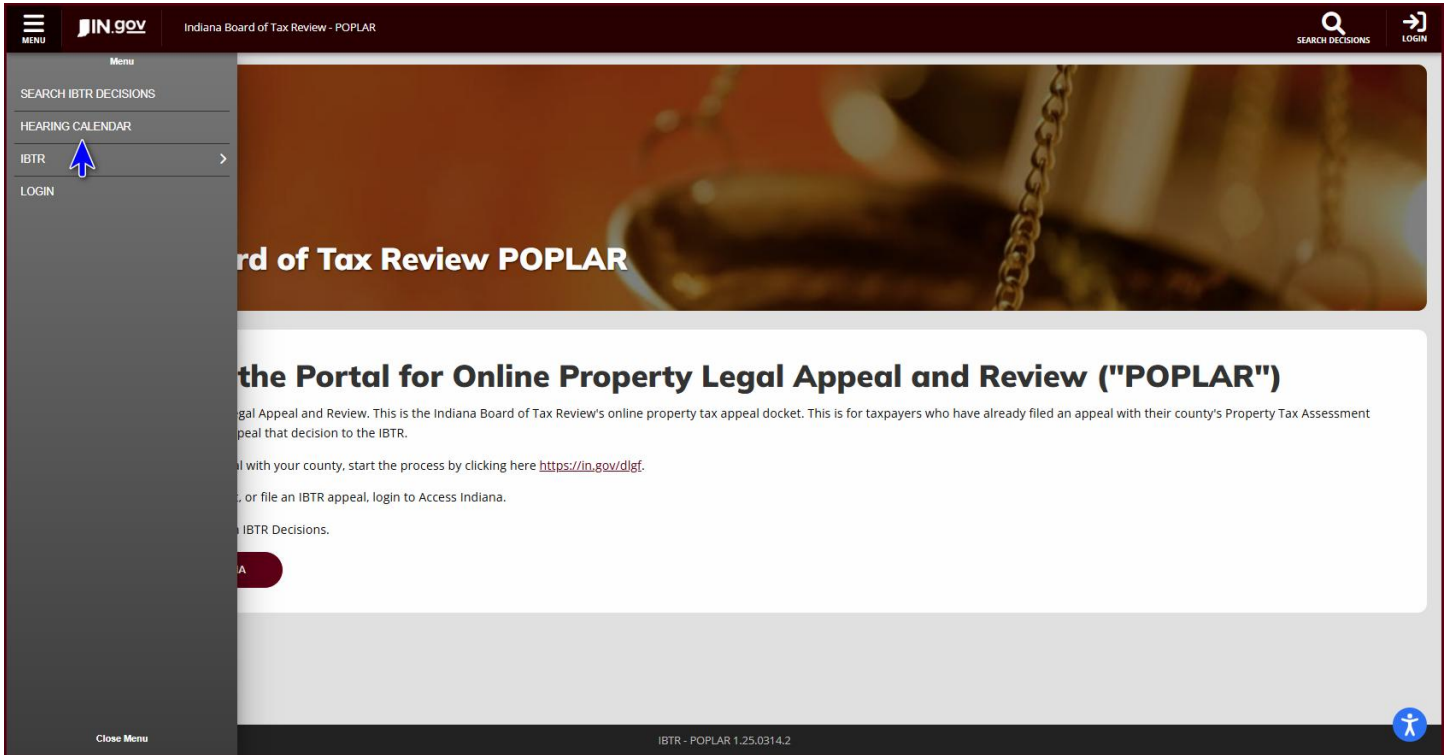


Note: Given that POPLAR is a role-based system, the list of available Menu options may change depending on the whether or not the user is a registered user of the application.

3. From the list of the available Menu options, select **HEARING CALENDAR** (see Figure 3).

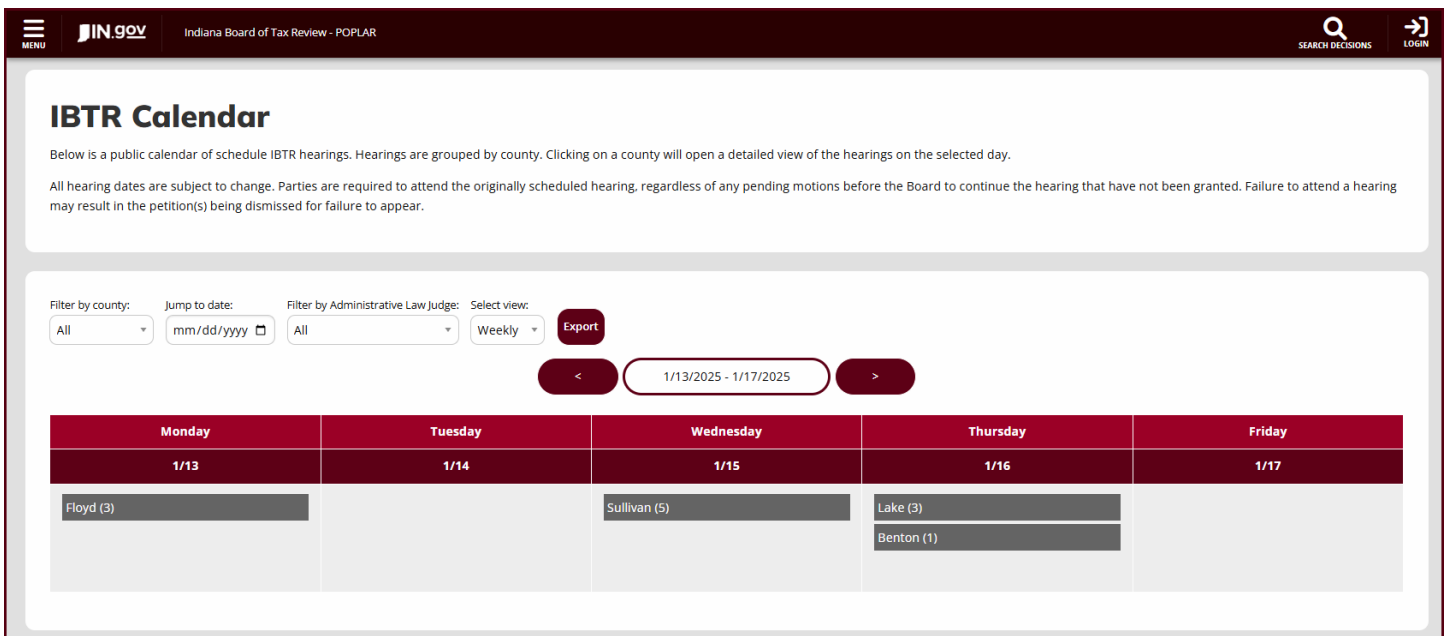
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Figure 3: Menu Options – Hearing Calendar



4. When selected, the **HEARING CALENDAR** page will open (See Figure 4).

Figure 4: Hearing Calendar



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Note: All hearing dates are subject to change.

Utilizing the Online Hearing Calendar

From the **HEARING CALENDAR**, users are provided with the ability to do the following:

- Manage the data view with:
 - Filter by County
 - Filter by ALJ
 - Jump to date & scroll date ranges
 - Toggle between weekly & monthly views
- Open detailed views by county grouping
- Export scheduled hearing data

Manage Data View

Filtering the data presented in the **HEARING CALENDAR** can be accomplished by using a combination of the *Filter by County* and *Filter by ALJ*. To apply these filters, follow these steps:

1. Upon opening the **HEARING CALENDAR** page, select an option from the *Filter by County* picklist will result in only hearing groups being displayed for the subject county (see Figure 5).

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Figure 5: Hearing Calendar – Filter by County

IBTR Calendar

Below is a public calendar of schedule IBTR hearings. Hearings are grouped by county. Clicking on a county will open a detailed view of the hearings on the selected day.

All hearing dates are subject to change. Parties are required to attend the originally scheduled hearing, regardless of any pending motions before the Board to continue the hearing that have not been granted. Failure to attend a hearing may result in the petition(s) being dismissed for failure to appear.

Filter by county: All | Jump to date: mm/dd/yyyy | Filter by Administrative Law Judge: All | Select view: Weekly | Export

2/24/2025 - 2/28/2025

Monday	Tuesday	Wednesday	Thursday	Friday
2/24	2/25	2/26	2/27	2/28
	Vigo (2)	Warrick (3)	Sullivan (5) Spencer (3)	

↓

Filter by county: Warrick | Jump to date: mm/dd/yyyy | Filter by Administrative Law Judge: All | Select view: Weekly | Export

2/24/2025 - 2/28/2025

Monday	Tuesday	Wednesday	Thursday	Friday
2/24	2/25	2/26	2/27	2/28
		Warrick (3)		

2. If the ALJ is known, the *Filter by Administrative Law Judge (ALJ)* option can be used by selecting the known value from the picklist (see Figure 6).

Figure 6: Hearing Calendar – Filter by Administrative Law Judge

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IBTR Calendar

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All hearing dates are subject to change. Parties are required to attend the originally scheduled hearing, regardless of any pending motions before the Board to continue the hearing that have not been granted. Failure to attend a hearing may result in the petition(s) being dismissed for failure to appear.

Filter by county: All | Jump to date: mm/dd/yyyy | Filter by Administrative Law Judge: All | Select view: Weekly | Export

2/24/2025 - 2/28/2025

Monday	Tuesday	Wednesday	Thursday	Friday
2/24	2/25	2/26	2/27	2/28
	Vigo (2)	Warrick (3)	Sullivan (5) Spencer (3)	

Filter by county: All | Jump to date: mm/dd/yyyy | Filter by Administrative Law Judge: Dalene McMillen | Select view: Weekly | Export

2/24/2025 - 2/28/2025

Monday	Tuesday	Wednesday	Thursday	Friday
2/24	2/25	2/26	2/27	2/28
			Sullivan (5)	

3. Navigation of the calendar is accomplished by using the following options; *Jump to date* and *Scrolling* (See Figures 7 & 8).

Figure 7: Hearing Calendar – Jump to date

Filter by county: All | Jump to date: 03/24/2025 | Filter by Administrative Law Judge: All | Select view: Weekly | Export

3/24/2025 - 3/28/2025

Monday	Tuesday	Wednesday	Thursday	Friday
	3/25	3/26	3/27	3/28
	Bartholomew (3) Johnson (1) Noble (1)	St. Joseph (2)	Bartholomew (12) Marion (5)	

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Figure 8: Hearing Calendar – Scrolling

Filter by county: All | Jump to date: mm/dd/yyyy | Filter by Administrative Law Judge: All | Select view: Weekly | Export

3/31/2025 - 4/4/2025

Monday	Tuesday	Wednesday	Thursday	Friday
3/31	4/1	4/2	4/3	4/4
Lake (3)		Johnson (1)	Monroe (4)	

- To expand the calendar view, utilize the *Select view* option to toggle between a weekly and monthly view (See Figure 9).

Figure 9: Hearing Calendar – Select view

Filter by county: All | Jump to date: mm/dd/yyyy | Filter by Administrative Law Judge: All | Select view: Weekly | Export

Weekly | Monthly | Monthly

3/31/2025 - 4/4/2025

Monday	Tuesday	Wednesday	Thursday	Friday
3/31	4/1	4/2	4/3	4/4
Lake (3)		Johnson (1)	Monroe (4)	

Filter by county: All | Jump to date: mm/dd/yyyy | Filter by Administrative Law Judge: All | Select view: Monthly | Export

Weekly | Monthly | Monthly

3/31/2025 - 4/25/2025

Monday	Tuesday	Wednesday	Thursday	Friday
3/31	4/1	4/2	4/3	4/4
Lake (3)		Johnson (1)	Monroe (4)	
4/7	4/8	4/9	4/10	4/11
Elkhart (1)	Allen (4)		Porter (4)	
4/14	4/15	4/16	4/17	4/18
Hendricks (61)	Tippecanoe (3)			
4/21	4/22	4/23	4/24	4/25
	Dearborn (20)		Orange (1)	

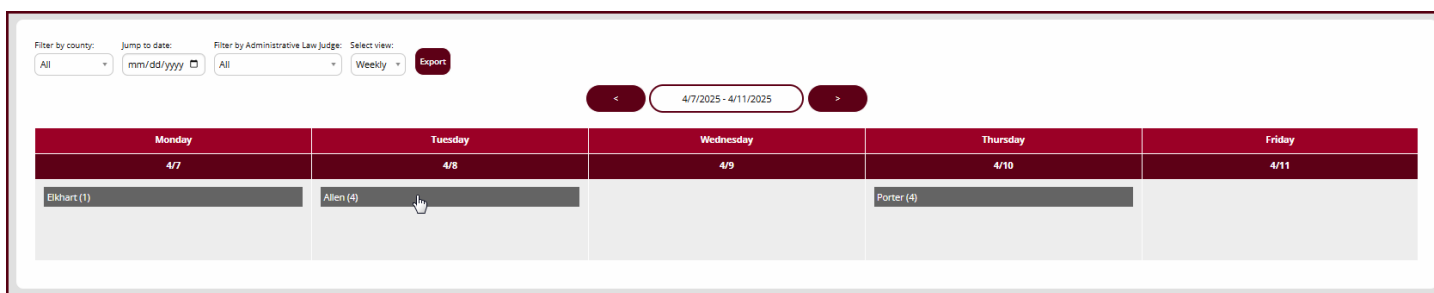
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Hearing Details

Once the **HEARING CALENDAR** data has been filtered to the desired view, further detail can be gathered relative to scheduled hearing by county. To view detail, follow these steps:

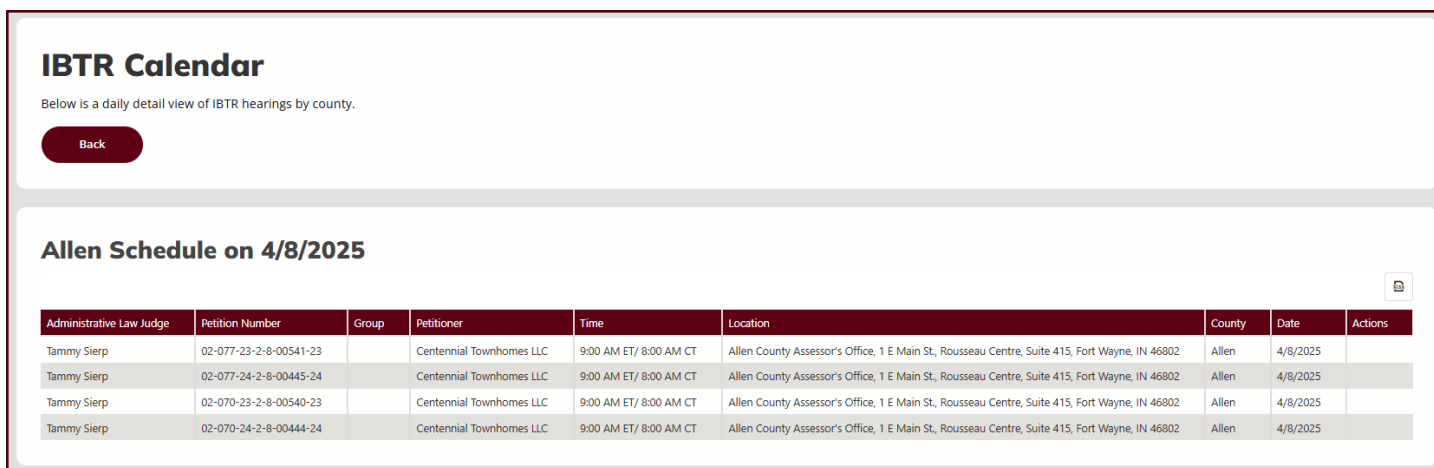
1. Identify the county grouping that you would like to view.
2. Select the desired item from the calendar (See Figure 10)

Figure 10: Hearing Calendar – Select County Grouping



3. The daily detail view of IBTR hearings for the selected record will display (See Figure 11).

Figure 11: Hearing Calendar – Daily Detail



Note: Authenticated/registered users may have the option to access the appeal detail from the Actions column, depending on the users' role and relationship to the subject petition.

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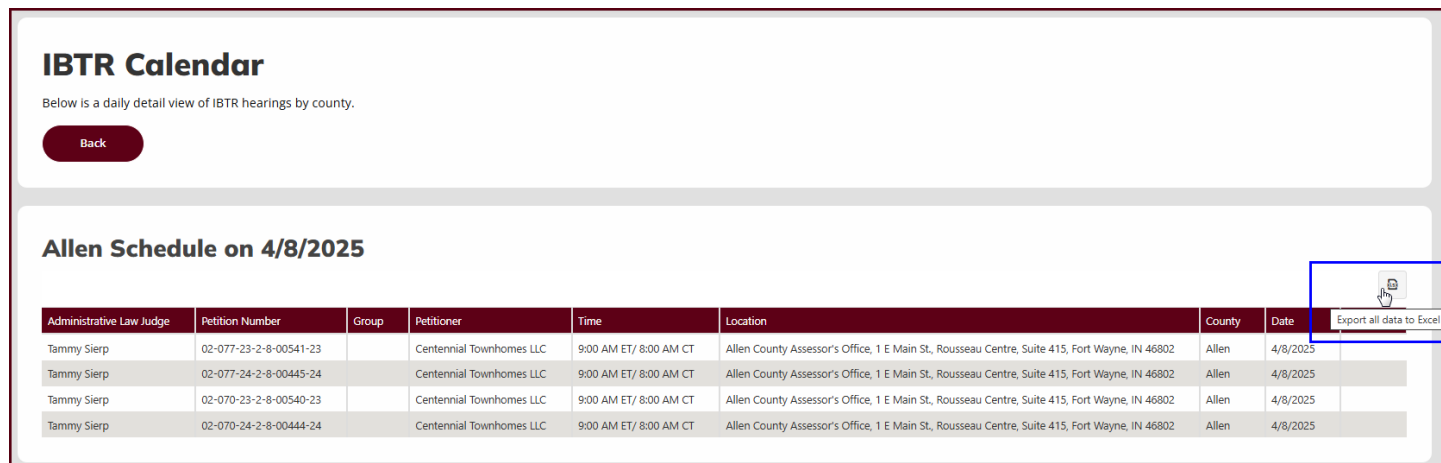
Export Hearing Details

The POPLAR **HEARING CALENDAR** also provides users with the ability to export the detail presented on the referenced pages. Two options exist relative to the export function. A user may export the daily detail for a selected county grouping or they may export the entirety of the detail displayed in the calendar view.

Follow these steps to export the *daily detail*:

1. Identify the county grouping that you would like to view.
2. Select the desired item from the calendar (See Figure 10, above)
3. The daily detail view of IBTR hearings for the selected record will display (See Figure 11, above).
4. Above the upper right corner of the data grid, select the *Export all data to Excel* option (See Figure 12).

Figure 12: Hearing Calendar – Export to Excel



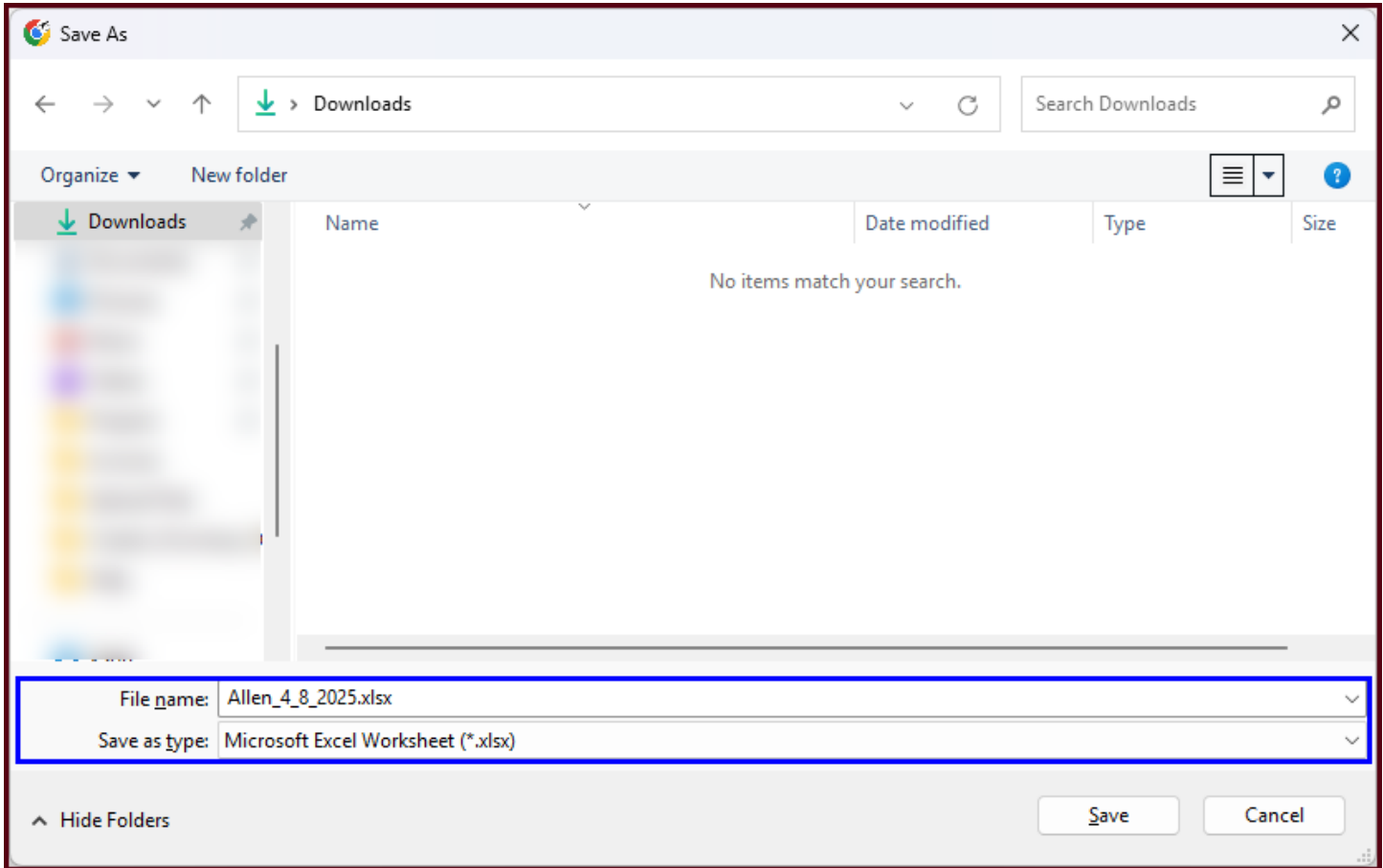
The screenshot shows the 'IBTR Calendar' interface. At the top, it says 'Below is a daily detail view of IBTR hearings by county.' Below this is a 'Back' button. The main section is titled 'Allen Schedule on 4/8/2025'. It contains a table with the following columns: Administrative Law Judge, Petition Number, Group, Petitioner, Time, Location, County, Date, and an action column. The action column contains an 'Export all data to Excel' button, which is highlighted with a blue box. The table data is as follows:

Administrative Law Judge	Petition Number	Group	Petitioner	Time	Location	County	Date	
Tammy Sierp	02-077-23-2-8-00541-23		Centennial Townhomes LLC	9:00 AM ET/ 8:00 AM CT	Allen County Assessor's Office, 1 E Main St., Rousseau Centre, Suite 415, Fort Wayne, IN 46802	Allen	4/8/2025	Export all data to Excel
Tammy Sierp	02-077-24-2-8-00445-24		Centennial Townhomes LLC	9:00 AM ET/ 8:00 AM CT	Allen County Assessor's Office, 1 E Main St., Rousseau Centre, Suite 415, Fort Wayne, IN 46802	Allen	4/8/2025	
Tammy Sierp	02-070-23-2-8-00540-23		Centennial Townhomes LLC	9:00 AM ET/ 8:00 AM CT	Allen County Assessor's Office, 1 E Main St., Rousseau Centre, Suite 415, Fort Wayne, IN 46802	Allen	4/8/2025	
Tammy Sierp	02-070-24-2-8-00444-24		Centennial Townhomes LLC	9:00 AM ET/ 8:00 AM CT	Allen County Assessor's Office, 1 E Main St., Rousseau Centre, Suite 415, Fort Wayne, IN 46802	Allen	4/8/2025	

5. POPLAR will create and download the related file according to the user's browser settings (See Figure 13).

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Figure 13: Hearing Calendar –Excel Download



6. Once the Excel file is created and downloaded, simply open the file to view it’s contents (See Figure 14).

Figure 14: Hearing Calendar –Excel File

	A	B	C	D	E	F	G	H
	Administrative Law Judge	Petition Number	Group	Petitioner	Time	Location	County	Date
2	Tammy Sierp	02-077-23-2-8-00541-23		Centennial Townhomes LLC	9:00 AM ET/ 8:00 AM CT	Allen County Assessor's Office, 1 E Main St., Rousseau Centre, Suite 415, Fort Wayne, IN 46802	Allen	4/8/2025
3	Tammy Sierp	02-077-24-2-8-00445-24		Centennial Townhomes LLC	9:00 AM ET/ 8:00 AM CT	Allen County Assessor's Office, 1 E Main St., Rousseau Centre, Suite 415, Fort Wayne, IN 46802	Allen	4/8/2025
4	Tammy Sierp	02-070-23-2-8-00540-23		Centennial Townhomes LLC	9:00 AM ET/ 8:00 AM CT	Allen County Assessor's Office, 1 E Main St., Rousseau Centre, Suite 415, Fort Wayne, IN 46802	Allen	4/8/2025
5	Tammy Sierp	02-070-24-2-8-00444-24		Centennial Townhomes LLC	9:00 AM ET/ 8:00 AM CT	Allen County Assessor's Office, 1 E Main St., Rousseau Centre, Suite 415, Fort Wayne, IN 46802	Allen	4/8/2025

Follow these steps to export the all detail from the **HEARING CALENDAR** view:

1. Tailor the calendar to the desired view.
2. To the left of the right of the *Select* view option, select the ‘Export’ button (See Figure 15).

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Figure 15: Hearing Calendar – Export View to Excel

IBTR Calendar

Below is a public calendar of schedule IBTR hearings. Hearings are grouped by county. Clicking on a county will open a detailed view of the hearings on the selected day.

All hearing dates are subject to change. Parties are required to attend the originally scheduled hearing, regardless of any pending motions before the Board to continue the hearing that have not been granted. Failure to attend a hearing may result in the petition(s) being dismissed for failure to appear.

Filter by county: All | Jump to date: mm/dd/yyyy | Filter by Administrative Law Judge: All | Select view: Weekly | **Export**

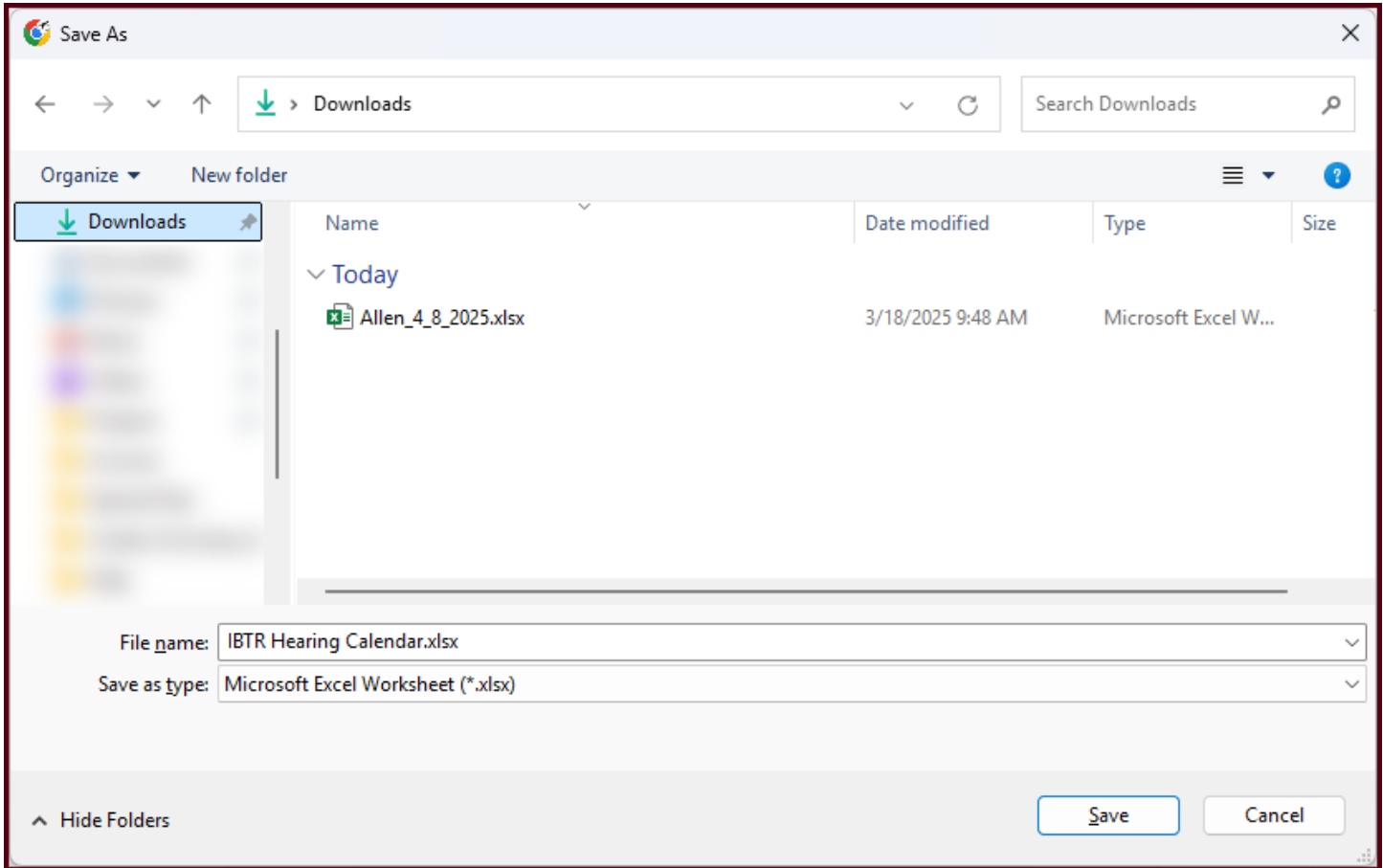
< 4/7/2025 - 4/11/2025 >

Monday	Tuesday	Wednesday	Thursday	Friday
4/7	4/8	4/9	4/10	4/11
Elkhart (1)	Allen (4)		Porter (4)	

- POPLAR will create and download the related file according to the user’s browser settings (See Figure 16).

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Figure 16: Hearing Calendar –Excel Download



- Once the Excel file is created and downloaded, simply open the file to view it's contents (See Figure 17).

Figure 17: Hearing Calendar –Excel File

The screenshot shows an Excel spreadsheet with the following data:

Date	Time	Administrative Law Judge	Petitioner	Location	County	Petition Number	Group
4/7/2025	9:00 AM ET/ 8:00 AM CT	Andrew Howell	Elkhart FC III LLC	Indiana Board of Tax Review 100 N Senate Ave. Room N1026, Indianapolis, IN 46204	Elkhart	20-012-21-1-4-00550-22	
4/8/2025	9:00 AM ET/ 8:00 AM CT	Tammy Sierp	Centennial Townhomes LLC	Allen County Assessor's Office, 1 E Main St., Rousseau Centre, Suite 415, Fort Wayne, IN 46802	Allen	02-070-24-2-8-00444-24	
4/8/2025	9:00 AM ET/ 8:00 AM CT	Tammy Sierp	Centennial Townhomes LLC	Allen County Assessor's Office, 1 E Main St., Rousseau Centre, Suite 415, Fort Wayne, IN 46802	Allen	02-070-23-2-8-00540-23	
4/8/2025	9:00 AM ET/ 8:00 AM CT	Tammy Sierp	Centennial Townhomes LLC	Allen County Assessor's Office, 1 E Main St., Rousseau Centre, Suite 415, Fort Wayne, IN 46802	Allen	02-077-24-2-8-00445-24	
4/8/2025	9:00 AM ET/ 8:00 AM CT	Tammy Sierp	Centennial Townhomes LLC	Allen County Assessor's Office, 1 E Main St., Rousseau Centre, Suite 415, Fort Wayne, IN 46802	Allen	02-077-23-2-8-00541-23	
4/10/2025	10:00 AM ET/ 9:00 AM CT	Joseph Stanford	Lyle Keith & Susan Ruth Davis Revocable Trust	TELEPHONIC	Porter	64-019-24-1-5-01168-24	
4/10/2025	10:00 AM ET/ 9:00 AM CT	Joseph Stanford	Lyle Keith & Susan Ruth Davis Revocable Trust	TELEPHONIC	Porter	64-019-23-1-5-01167-24	
4/10/2025	11:30 AM ET/ 10:30 AM CT	Joseph Stanford	Douglas & Angela Gough	TELEPHONIC	Porter	64-019-23-1-5-00759-24	
4/10/2025	2:15 PM ET/ 1:15 PM CT	Joseph Stanford	Mary Abraytis	TELEPHONIC	Porter	64-004-21-1-5-01043-24	