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ST. LUCIE COUNTY, FLORIDA

VALUE ADJUSTMENT BOARD  
2300 Virginia Avenue, 2nd floor, Fort Pierce, FL 34982  
772-462-1429

**Telephonic hearings**

The St. Lucie County Value Adjustment Board will allow appearance at the magistrate's hearing by telephone if required due to emergency or extenuating circumstances beyond the person's control. The following procedures must be followed to participate telephonically in any hearing before the St Lucie County Value Adjustment Board (VAB) Special Magistrate.

A request to participate telephonically must be received by the VAB no later than TEN (10) DAYS PRIOR TO THE SCHEDULED HEARING DATE. The request must include the reason that the party cannot be present for the scheduled hearing and this request must be submitted in writing to: St. Lucie County Value Adjustment Board, 2300 Virginia Ave, Room #226, Fort Pierce, FL 34982; or by Email at [valueadjustmentboard@stlucieco.org](mailto:valueadjustmentboard@stlucieco.org); or by Fax at (772) 462-1614. By requesting a telephonic hearing, a party expressly agrees to the following procedures set forth below.

Upon receipt of the request for a telephonic hearing, the VAB Clerk will ascertain whether or not a revised hearing notice will be necessary. In the event that the parties waive the notice requirements set forth in the Florida Administrative Code the VAB Clerk will forward a revised hearing notice on the same date as the original hearing or a date certain which is agreed to by parties. The VAB Clerk will provide the parties with procedures for telephonic hearings and will provide the party requesting a telephonic hearing with the telephone number to the Hearing Room in which the hearing will be held.

1. Any and all parties and witnesses must appear in person, Hearing Room of the St. Lucie County Complex, at the time of the scheduled hearing, unless a specific and timely request is made, in writing to the VAB Clerk, to appear by telephone, and that request has been approved by the VAB Clerk.
2. The party requesting a telephonic hearing shall call the Hearing Room at the time designated on their revised hearing notice. Telephonic hearings, if any, are the first items on the hearing agenda each day.

3. Remote parties (parties not personally present in the hearing room) shall not use a speaker phone during the telephonic hearing, as this may interfere with the recording of the hearing; clarity is of the utmost importance.
4. Parties shall identify themselves each time they speak so that all parties will know who is addressing the Special magistrate at all times.
5. The Special Magistrate will conduct the hearing according to Florida Administrative Code 12D-9 and 12D-10.
6. Florida Statutes and the Florida Administrative Code provide specific guidelines for the exchange of evidence between the petitioner and the Property Appraiser's Office. A link is provided to the guidelines for evidence exchange at <http://www.stlucieclerk.com/Vab/vab.htm>
7. If a petitioner requests a telephonic hearing, the petitioner must submit two (2) copies of any and all evidence that the petitioner wishes to have considered at the hearing to the VAB at: St. Lucie County Value Adjustment Board, 2300 Virginia Ave, Room #226, Fort Pierce, FL 34982, and all evidence must be submitted no later than the time of petitioner's request for a telephonic hearing.
8. The party requesting a telephonic hearing must also specify in their request whether any witnesses will be presenting evidence, and whether said witnesses will be appearing by telephone or in person.
9. Any and all parties and/or witnesses appearing by telephone for a VAB hearing must be sworn in by a notary public or other person permitted to administer an oath, and an affidavit affirming the same must be submitted to the VAB Clerk within seven (7) days after the hearing. A separate affidavit must be supplied for each party and/or witness appearing by telephone form affidavits for such purpose are provided on the VAB Clerk's website at <http://www.stlucieclerk.com/Vab/vab.htm>