

**Collier County Value Adjustment Board (VAB)**  
**Local Operating Policies and Procedures: Evidence Uploads**

- 1) Subject to the Collier County Property Appraiser's (PAO) express written consent, which consent shall be provided to the VAB in writing on an annual basis by electronic mail (E-mail) any evidence uploaded by the petitioner into the VAB Axia system (Axia) may be admissible during the corresponding hearing, so long as
  - a) such evidence is uploaded into Axia at least fifteen (15) calendar days prior to the corresponding hearing or a reasonable time prior to hearing [as defined by Rules 12D9.020(1)(a)(2)(c) and 12D-9.020(8), F.A.C.], if not available fifteen (15) calendar days before said hearing, **and**
  - b) so long as the PAO has no other valid objection to any such evidence.Consent may be reasonably withheld by the PAO by advising the VAB, in writing, via E-mail, prior to the next VAB organizational meeting. Further, the PAO consent is only applicable to this Paragraph 1 of the VAB Local Evidence Policies and Procedures and the VAB hereby confirms that, consistent with Section 12D-9.023(1) of the Florida Administrative Code, the PAO does not control or influence any portion of the VAB process.
- 2) The uploading of petitioner evidence into Axia will not commence the evidence exchange process. In order to commence the evidence exchange process, petitioner must follow Florida Statute Section 194.011(4) and any corresponding section of the Florida Statutes and Florida Administrative Code. Any request for PAO evidence uploaded into Axia will NOT constitute a formal request for PAO evidence. The VAB follows the requirements of the Florida Statutes and the Florida Administrative Code with regards to the evidence exchange process, and any and all parties are strongly encouraged to review such requirements and follow the same.
- 3) If petitioner has indicated on the petition that petitioner is unable to attend the hearing, but would like the VAB to consider evidence in petitioner's absence, evidence must be uploaded into Axia prior to the hearing, pursuant to the sections of the Florida Statutes and the Florida Administrative Code which apply to evidence. If the petitioner is unable to upload evidence into Axia, then one (1) copy of the evidence packet must be provided to the Collier County Clerk's Office at Office of the Clerk of the Circuit Court and Comptroller, ATTN: VAB, 3299 Tamiami Trail East, Suite # 401, Naples, FL 34112 at least fifteen (15) business days prior to the hearing. The petitioner must also participate in the evidence exchange process set forth in Florida Statute Section 194.011(4) and any corresponding section of the Florida Statutes and Florida Administrative Code.
- 4) Evidence may be uploaded directly to the petition record on the VAB website. Evidence must be in PDF file format, less than 60MB in size.

To upload petitioner evidence, the petitioner should

  - a) Select "Value Adjustment Board", then "Access Filed Petitions", at the Clerk's website: <https://app.collierclerk.com/axiaweb2023>
  - b) Enter Transaction # and Password (provided on the petition receipt) to access and open the petition record, select the "Upload Docs" icon, and follow the prompts.
- 5) Collier County VAB Evidence Upload Policy:
  - a) Unless otherwise noted, the parties must upload their own respective evidence into Axia.
  - b) Each party submitting evidence should number each page of any and all evidence and/or documentation submitted which contains multiple pages.
  - c) In the event that a party is unable to upload evidence into Axia, then said party must:

- 1) Contact the VAB Clerk for assistance in resolving the issue at [vabclerk@collierclerk.com](mailto:vabclerk@collierclerk.com) or 239.252.8399 .
  - 2) If the issue cannot be resolved, provide any and all such evidence as PDF documents of reasonable size (less than 60 MB) to the VAB Clerk via email to [vabclerk@collierclerk.com](mailto:vabclerk@collierclerk.com).
  - d) The VAB Clerk will scan and upload paper evidence provided by a party ONLY IF such party has no access to a computer and no means to accomplish #1 or #3 above.
  - e) Please note: Any and all evidence submitted to the VAB Clerk will be promptly scanned into the electronic petition record only if the party submitting such evidence is unable to upload such evidence in the Axia system, and any such evidence will thereafter be accessible to both the petitioner and the PAO. PAO evidence may not be visible to petitioner if petitioner has not properly initiated the Evidence Exchange process as described above.
  - f) The VAB is not responsible for the accuracy nor completeness of any uploaded evidence. It is the sole responsibility of the petitioner to log into their petition record and confirm the accuracy and/or completeness of any and all evidence scanned and/or uploaded to petitioner's petition record. The petitioner must immediately notify the VAB Clerk of any discrepancy in evidence provided versus evidence scanned and/or uploaded to petitioner's petition record.
  - g) Evidence submitted, no matter the method, becomes part of the petition record and will not be returned.
- 6) To facilitate processing of paper evidence submitted to the VAB Clerk, parties submitting evidence should:
- a) Not use staples or tape.
  - b) Provide photographs on 8-1/2" x 11" pages, captioned on the front sides.
  - c) Include only pages no larger than 8-1/2" x 14".
  - d) Provide all documents in "unbound" format. (Do not use binders, notebooks, report covers, index dividers, plastic sleeves or other bindings.)
- 7) At the hearing, connections will be provided to allow each party, using their own laptop computers, to access the internet and allow each party to control the display of their own evidence that has been scanned or uploaded into the electronic petition record. Please contact the VAB Clerk at [vabclerk@collierclerk.com](mailto:vabclerk@collierclerk.com) or 239.252.8399 for details regarding equipment and other requirements for this access.

Confidential information: Any party submitting information, evidence and/or documentation which such party deems confidential must provide express/written notice of the confidential nature of any such information, evidence and/or documentation directly to the Collier County VAB. Said notice of confidential information, evidence and/or documentation must accompany such information, evidence and/or documentation, or the party shall mark any and all such information, evidence and/or documentation as confidential in such a way that it is obvious to any person that views the same that such information, evidence and/or documentation should be treated as confidential. Additionally, any party providing testimony which such party deems to be confidential must indicate the same during the hearing so that the verbatim record reflects the confidential nature of any such testimony. No party will be forced to disclose confidential information that said party may have in its possession.