

----- **SAMPLE** -----

**STATE OF INDIANA  
INDIANA BOARD OF TAX REVIEW**

_____	)	
Petitioner,	)	Petition No.: _____
	)	
v.	)	Parcel No.: _____
	)	
	)	County: _____
	)	
	)	Township: _____
	)	
_____	)	Assessment Year: _____
Respondent.	)	

**NOTICE OF APPEARANCE**

[Party name], by counsel, serves notice of the following information for purposes of this petition:

1. [Name, address, and phone number of represented party.]
2. [Name, address, attorney number, telephone number, FAX number, and e-mail address of attorney. Note that the names and addresses on the appearance form will be used for service by the Indiana Board. A party is reminded of its ongoing obligation to advise the Indiana Board of any changes in appearance information.]
3. [A statement that the party will or will not accept service by FAX.]

signature \_\_\_\_\_

Attorney's name, address and telephone information, attorney number, party represented

## **CERTIFICATE OF SERVICE**

[The name of each party served with this form should be identified, along with the date and method of service, and the name and signature of the person responsible for initiating service.]