



## **Settlement Conference (Pre-Superior Court)**

Following a Board of Equalization, Hearing Officer or Arbitrator Decision

By completing this form, I am stating that an appeal decision was made by the Board of Equalization, a Hearing Officer, or an Arbitrator. I understand a settlement conference is required before filing a petition for review to the Superior Court.

Parcel/Account #: \_\_\_\_\_  
(Real property parcels begin with R, personal property accounts begin with A, B, or M)

Owner's Name: \_\_\_\_\_

Property Physical Address: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you the owner (check one): Yes \_\_\_\_\_ No \_\_\_\_\_ (If "No" is checked, include a Letter of Authorization)

**Petitioner Name:** \_\_\_\_\_

**Petitioner Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Date appeal hearing occurred: \_\_\_\_\_ (please provide a copy of the decision letter)

The grounds for the appeal are: \_\_\_\_\_ Value/Uniformity  
(check all that apply) \_\_\_\_\_ Taxability  
\_\_\_\_\_ Denial of Homestead Exemption  
\_\_\_\_\_ Denial of Conservation Use

If you selected "Value/Uniformity" state your opinion of value: \$ \_\_\_\_\_

The Board of Assessors has 45 days to notify you of a Settlement Conference, to attempt resolution of the matter before going to Superior Court. You will have one opportunity to request a different date and time. The Settlement Conference must take place no later than 30 days from the date on the notification letter mailed to you by the Board of Assessors.

By initialing in this box, ☐ you are requesting to receive all communications pertaining to this Settlement Conference by email only. If this box is left empty, then all correspondence will be delivered by USPS mail.

The Gwinnett County Assessors' Office offers property owners and their representatives the opportunity to attend hearings remotely via Webex video conference. If you would like to request an in-person hearing, please check the box below. Providing various options to conduct hearings ensures that all parties can attend and present evidence.

☐ I am requesting an in-person Settlement Conference to be held at the Board of Assessors' Office located at 75 Langley Drive, 1st floor.

Filer's Name (print): \_\_\_\_\_

Filer's Name (sign): \_\_\_\_\_

The Settlement Conference form can be submitted via mail, in-person delivery, or email to the following address:

ATTN: Settlement Conference/ Gwinnett County Assessors' Office 75 Langley Drive Lawrenceville, GA 30046  
If you choose to mail your documents, we recommend using a trackable method to confirm delivery.

For email submissions, please include your parcel number -Settlement Conference in the subject line. Send your documents to **Assessors\_continuance@gwinnettcountry.com**.

For Assessor Use Only:  
Status Update

7030\_\_ Date\_\_\_\_\_ 78

Attachment Count\_\_\_\_\_

## Checking the Status of Your Appeal

If you would like to check the status of your appeal, you can go to:

[www.https://www.gwinnettcountry.com/government/departments/county-administrator/assessor/property-appeals/status](https://www.gwinnettcountry.com/government/departments/county-administrator/assessor/property-appeals/status)

The screenshot shows the 'Status of Appeal' page on the Gwinnett County website. The page has a green header with the text 'WELCOME TO THE NEW GWINNETTCOUNTY.COM : Read about all the exciting enhancements and changes. [Learn More](#)'. Below the header is a breadcrumb trail: 'Home > Government > Departments > County Administrator > Assessors' Office > Property Appeals > Status of Appeal'. The main heading is 'Status of Appeal'. Below this, it says 'To view the status of your appeal, follow these steps:'. There are three input fields: 'Enter one of the following in the Search box', 'Physical Property Address', 'Property ID#', and 'Owner Name'. Below these fields, it says 'After filing your appeal, please allow up to 3 days to view the status.' and 'FAQs may be found on the Tax Assessor's website by clicking one of the following:'. There are two links: '[Real Property](#) (Residential OR Commercial Property)' and '[Personal Property](#) (Business Tangible, Aircraft & Marine Accounts)'. At the bottom, there is a search bar with a dropdown menu labeled 'Physical Address', a text input field with the example '123 Main St', and a blue 'Search' button.

## Continuation of Appeal/Settlement Conference

Should you disagree with the decision of the Board of Equalization or Hearing Officer, you may further your appeal to the Superior Court of Gwinnett County.

Appellants must notify the Assessors' Office of their intent to appeal to the Superior Court within 30 days from the date stamp on the decision from the Board of Equalization.

A printable appeal continuance form is available on the Assessors' Office web page at the below location.

The screenshot shows the 'Forms' page on the Gwinnett County website. The page has a green header with the text 'WELCOME TO THE NEW GWINNETTCOUNTY.COM : Read about all the exciting enhancements and changes. [Learn More](#)'. Below the header is a breadcrumb trail: 'Departments > County Administrator > Assessors' Office > Forms'. The main heading is 'Forms'. Below this, it says 'Property Appeals'. There is a link: 'Please visit [Property Appeals](#) to learn how to appeal an Annual Notice of Assessment for more information on the appeal process.' Below this, it says 'Please keep in mind the appeal period for an Annual Notice of Assessment is within 45 days of the date located in the upper right-hand corner of the assessment notice.' At the bottom, there is a link: '[Appeal Continuance Form](#)'. The link is circled in red.

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Gwinnett County Assessors' Office  
75 Langley Drive  
Lawrenceville, GA 30046

If you choose to mail your documents, we recommend using a trackable method to confirm delivery.

For email submissions, please include your parcel number -Settlement Conference in the subject line. Send your documents to **[Assessors\\_continuance@gwinnettcountry.com](mailto:Assessors_continuance@gwinnettcountry.com)**.

Once the Assessors' Office receives your request to further your appeal, you will be notified by US Postal Service within 45 days to schedule a preliminary Settlement Conference prior to a Superior Court hearing.

For more information, please contact the Assessors' Office at 770-822-7200.