



THE COMMONWEALTH OF MASSACHUSETTS

Appellate Tax Board

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NOTICE REGARDING ATB OPERATIONS DURING STATE OF EMERGENCY

In light of public health concerns and the State of Emergency arising from the COVID-19 (Coronavirus) pandemic, the Appellate Tax Board ("ATB") has taken the following steps to help ensure the safety of the public, particularly those whom the ATB serves and the ATB's employees:

- The ATB will be open and staffed between 10 a.m and 4:00 p.m. for in-person filing of petitions and the processing of mailed petitions.
- The public is asked to limit in-person visits to the ATB to the filing of petitions only; questions concerning procedure or other issues should be made by phone (617-727-3100) or email to the Clerk's office (William.doherty@mass.gov) or email to the Webmaster (atbwebmaster@mass.gov).
- All motions will be heard telephonically until further notice.
- Hearings scheduled for the next several weeks have been continued for approximately three months. Parties with extenuating circumstances who wish to be heard prior to that time should arrange with the Clerk's office for a telephonic status conference.
- Pleadings, briefs, and other documents should not be filed by in-person delivery; such documents may be filed by mail or, with the permission of the presiding member, by email.
- Because many of the ATB employees will be working remotely and on-site staff will be limited, the public is asked to limit requests for copies of documents to only those that are essential and time-sensitive.
- This Notice supersedes all prior hearing and motion Notices until further action by the ATB.
- The ATB may update this Notice as the situation requires.