

Procedures: What to do after you complete the “Application for Permission to Represent” form

Use black ink, print or type in large, clear letters to complete the Application.

1. Complete the information requested on the Application form.
2. Sign the Application at the bottom of the form.
3. Photocopy: Make one (1) photocopy of the completed Application.
4. Deliver or mail the original Application to the Tax Court Judge at the following address:

Office of the Tax Court Judge
East Court Building
Courtroom 612
101 West Jefferson
Phoenix, Arizona 85003

- If you deliver your Application, place your original Application in the basket of the hallway to Courtroom 612.
 - Keep the photocopied Application for your records.
5. What happens next? The Court will review your Application. In approximately four weeks, the Court will notify you by mail to inform you whether your Application has been accepted.

**APPLICATION for PERMISSION to REPRESENT LITIGANTS in
SMALL CLAIMS PROCEDURES in the
ARIZONA TAX COURT**

Name of Applicant: _____
Applicant Address: _____
City, State, Zip Code: _____
Applicant Phone No: _____
E-mail Address: _____
Current Occupation: _____

NOTE: If you need more space to answer any question, add another sheet to the last page of this application.

1. DEGREES CONFERRED. List the degrees you have earned, and the year of graduation:

2. PROFESSIONAL TRAINING. Explain in detail any formal professional training you have received, which you believe enhances your ability to represent litigants in the Tax Court:

3. **OCCUPATIONAL EXPERIENCE.** Set forth a brief chronology of occupational experience:

4. **FIELD of TAXATION.** Explain in detail your experience in any field of Taxation:

5. **PROPERTY APPRAISAL.** Explain in detail your experience in property appraisal techniques:

6. **TAX ACCOUNTING.** Explain in detail your experience in tax accounting of any kind:

7. **REPRESENTATION of OTHERS.** Detail your experience in representing others before boards, commissions or tribunals, and any other experience you have which you believe enhances your ability to represent another in small tax cases in Superior Court:

8. **TYPES of TAX CASES.** Place a check in the box(es) to indicate the type(s) of tax cases for which you want permission to represent litigants.

- ALL types of tax cases**
- Property Tax Valuations and Classification cases ONLY**
- Sales Tax cases ONLY**
- Income Tax cases ONLY**
- Other (explain):** _____

I certify under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

I certify that I have read and understand the Rules of Practice for the Arizona Tax Court.

DATE: _____

SIGNATURE: _____