

# **Steps to Appeal to Superior Court:**

1. Within thirty (30) days of receiving your final decision from the Board of Equalization, you must provide in writing to the **Hall County Board of Tax Assessors** your intention to appeal the final decision to Superior Court.
  - a. Please note that the thirty (30) days are from the time you received by hand and/or US Postal Service Postmark date of your final decision notification.
2. The **Hall County Board of Tax Assessors** shall notify you of the Settlement Conference within forty-five (45) days of receipt of your final decision appeal. The Settlement Conference shall be held no later than thirty (30) days from the receipt of the continuation of the appeal.
3. Should no agreement be reached at the time of the Settlement Conference, the **Hall County Board of Tax Assessors** shall provide written notification to the Taxpayer with guidelines on how to proceed to Superior Court if so desired.
4. Within twenty (20) days of the non-agreement Settlement Conference date, if you wish to continue to Superior Court, the Taxpayer will need to bring the filing fee in the amount of \$25 to the **Hall County Tax Assessor's** office. The filing fee should be made payable to the **Hall County Superior Clerk of Court** (cash, money order or attorney's check).
5. The **Hall County Tax Assessor's** office will file paperwork to the Superior Court on behalf of the Taxpayer. The Taxpayer will receive a certified notice via the US Postal Service with the Superior Court case filing.

**For more information, please contact the Hall County Tax Assessors' Office:**

**Address: 2875 Browns Bridge Rd.**

**Gainesville, GA 30503**

**Phone: 770-531-6720**