



## BEXAR APPRAISAL DISTRICT

Mar. 25<sup>th</sup>, 2021

**Re:** Litigated Commercial accounts and 42.227 informal settlement conferences.

**To:** Agents, attorneys and property owners participating in the 2021 41.47 (f) Joint Motion or "Top Line" process.

Beginning this year (2021), 42.227 Informal Settlement Conferences will be offered year-round except during our Revaluation period which takes place during the months of January thru March of every year.

Those properties that were heard at the Appraisal Review Board as part of a 41.47 (f) Joint Motion (formerly Topline) and have an active lawsuit(s) pending on prior years against the Bexar Appraisal District will be given priority for Sec. 42.227 informal settlement conferences scheduling.

If you wish to participate in this year's informal settlement conferences, you must formally submit your request to the BCAD Legal Department by mail or email along with a list of all the properties you want to include in these discussions. The list must contain the Cause number, Style, and PID numbers.

Once your formal request has been received, someone will contact you to coordinate with you or your staff and schedule the meeting. The Bexar Appraisal District staff will schedule these meetings to be as efficient as possible. To that end, the scheduling criteria will be very similar to that used to schedule regular ARB informal meetings.

Below are several requirements that need to be met in order for these informal settlement meetings to be successful.

1. Due to Covid-19 safety protocols, these meetings will be conducted via phone, email or teleconferencing (Zoom).
2. All requested meetings under Section 42.227 must be in writing either through email or regular mail.
3. 42.227 Informal Settlement Conferences requests may begin upon receipt of this letter.
4. 42.227 Informal Settlement Conferences cut-off date is December 31st. of every year.
5. When submitting your request: please make sure to include contact information of the person attending the meeting, must include: Full Name, Law Firm Name, Agent Co. Name, Agent #, Email Address and Phone number.
6. 42.227 meetings will be grouped and scheduled by use type then agent. Priority will be given to the oldest lawsuits first.

7. The plaintiff's representative MUST send new and/or compelling evidence one week prior to the scheduled meeting.
8. The plaintiff's representative MUST have full authority to make any valuation decisions and be prepared to settle or not settle the lawsuit at the meeting.
9. Causes settled through the 42.227 process will be recognized using the attached settlement form but will be finalized with either an agreed final judgment or a nonsuit.
10. The Esign Genie platform will be used in the signing of all successful individual and multiple account 42.227 settlement conferences.
11. Causes that fail to reach settlement through 42.227 meetings will be handled as typical lawsuits and scheduled for mediations.
12. Mail in/email your lists to:

Bexar Appraisal District  
Attn: Legal Dept  
PO Box 830248  
San Antonio, TX 78283-0248  
Or email your lists to:  
[Legal@bcad.org](mailto:Legal@bcad.org) with the subject line of "42.227 Meeting Request"

Any additional questions please do not hesitate to call us.