



## State of Illinois PROPERTY TAX APPEAL BOARD

Wm. G. Stratton Office Bldg.  
401 South Spring St., Rm. 402  
Springfield, Illinois 62706  
(T) 217.782.6076  
(F) 217.785.4425  
(TTY) 800.526.0844

KEVIN L. FREEMAN  
*Chairman*

MICHAEL I. O'MALLEY  
*Executive Director & General Counsel*

Cook County Regional Office  
115 South La Salle Street -54  
Suite 602  
Chicago, IL 60603  
(T) 312-793-0015  
[www.ptab.illinois.gov](http://www.ptab.illinois.gov)

### STANDING ORDER NUMBER 4

#### DELEGATION OF SUBPOENA AUTHORITY IN RESIDENTIAL APPEALS

##### I. Purpose and Background

The Property Tax Appeal Board (PTAB) recognizes the substantial burden property taxes place on Illinois citizens and the statutory mandate to provide a speedy resolution of appeals. Section 16-180 of the Property Tax Code requires the Chairman to "provide for the speedy hearing of all such appeals." In furtherance of this mandate, and to streamline administrative processes, the Board issues this Standing Order to delegate subpoena issuance authority.

##### II. Delegation of Subpoena Authority

Pursuant to 86 Ill. Admin. Code §1910.68 and Section 16-175 of the Property Tax Code, the authority to issue subpoenas has historically rested solely with the Chairman. To expedite proceedings and reduce administrative bottlenecks in residential appeals, **IT IS HEREBY ORDERED:**

1. Effective immediately, the authority to issue subpoenas **in residential appeals** under Rule 1910.68 is delegated to the Executive Director.
2. In the absence of the Executive Director, this authority may be exercised by a designee appointed by the Executive Director.
3. The authority to issue subpoenas in commercial, industrial and farmland appeals will remain vested in the Chairman.
4. All requests for subpoenas must continue to comply with the procedural requirements outlined in Rule 1910.68, including affidavit support, specificity of documents sought, and proof of service.

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##### BOARD MEMBERS

Jim Bilotta  
*Frankfort*

Robert J. Steffen  
*South Barrington*

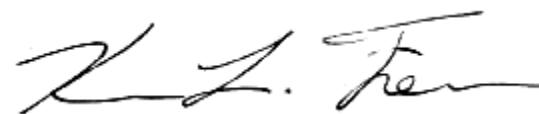
Dana D. Kinion  
*Springfield*

Sarah Buckley  
*Chicago*

This delegation does not alter the substantive requirements of Rule 1910.68 but ensures timely issuance and responsiveness to parties' evidentiary needs.

### III. Publication and Duration

1. The Executive Director shall immediately publish this Standing Order on PTAB's website and distribute it to all county boards of review and law firms practicing before PTAB.
2. This Standing Order shall remain in effect until repealed or modified by a majority vote of the Board.



Chairman



Member



Member



Member



Member



Clerk

Entered this 16th day of December, 2025.