

# Contact Information (to be completed by the individual picking up the petition)

Candidate's Name: \_\_\_\_\_

Office Sought: \_\_\_\_\_

Party (if partisan office): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Have you verified that you are registered to vote at the address at which you reside?  Yes  No

By signing below, I acknowledge that the Board of Elections or its staff will not verify any petitions, provide legal advice, and that I have been provided, at a minimum, with the petition forms I have requested and the 2016 Candidate Petition Guide. I understand that I will be able to access the 2016 Ohio Candidate Requirement Guide online at [www.sos.state.oh.us](http://www.sos.state.oh.us) when it becomes available.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Candidate Filing Checklist

Carefully examine the entire petition and the information below prior to filing. It is your responsibility to ensure that the petition form has been properly completed. Candidates are responsible for the sufficiency and accuracy of the petition.

**If information is missing from the petition form and information is added to the form after the petition has been circulated and signatures of electors are placed on the form, it is the duty of the staff to inform the board of a potential violation of R.C.3513.07, 3513.09, and/or 3513.261.**

- Statement of Candidacy (front of the petition form): Completed** in its entirety *prior* to circulating the petition. This includes the required unexpired term ending or full term commencing date (if applicable) and the candidate signature dated **before** circulating the petition.
- Nonpartisan Candidate Committee Designation (front of the petition form):** This section is located under the **Statement of Candidacy section** on a nominating petition and is an optional section.
- Nominating Petition or Petition for Candidate Section (front of the petition form): Completed** including unexpired term ending or full term commencing date (if applicable).
- Petition Signers:** Complete addresses and dates are required of all signers **who are qualified to vote for the office of which you are running**. A sufficient number of signatures were acquired and the total number of signatures does not exceed three times the minimum.

**Remember that some signatures may be invalidated for various reasons (address of voter not updated, signature does not match voter's record, missing information, etc.).**

- Correct Dates**
  - Dates of all signers must be **on or after** the day the candidate signed the "Statement of Candidacy"
  - Election dates are correct
  - The unexpired term ending or full term commencing date must be completed (if applicable)
- Circulator Statement (back of the petition form): Completed** including the correct number of signatures on the petition, the address, and the signature of the person circulating the petition (even if the candidate circulates the petition, the circulator statement **must be signed**.)
- Once a petition is submitted and stamped in the board of elections office it is considered filed.**
  - No changes may be made or other action taken to alter the content of the petition form. Once filed the petition cannot be returned.
  - Acceptance of your filed petition does not guarantee approval.
  - The Clark County Board of Elections holds authority to review each petition and subsequently certify petitions based on the petitions compliance with Ohio law. Candidates are responsible to comply with the election laws of the state of Ohio or the local charter requirements. A candidate, before a board action is taken regarding the certification of a petition, may withdraw his or her candidacy if desired.
- I have read and understand all of the above.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**If certified, I would like my name to appear on the ballot in the manner printed below:**

_____ Candidate name as you would like it to appear on the ballot
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### BOE USE ONLY

Petitions filed: \_\_\_/\_\_\_/\_\_\_ by \_\_\_ D \_\_\_ R (staff initials)      Petitions reviewed: \_\_\_/\_\_\_/\_\_\_ by \_\_\_ (staff initials)

#### Review Details

Missing information:      Y      N

Recommend certification: Y      N

Comments:

## Staff Checklist: For Providing Candidate Petitions

- Provide the individual with a petition folder which should contain the following:
  - Petition forms (blank)
  - A sample petition
  - An Ohio Candidate Requirement Guide (*for the current year – produced by the SOS*)
  - A Candidate Petition Guide (*for the current year – produced by the board of elections*)
  - A Candidate Filing Checklist (*place in folder when finished*)
  - Voter registration forms
  - Financial disclosure statement information (*select offices only*)
- Instruct the individual or candidate to complete and sign the **Contact Information section** (*reverse side*).
- Verify the candidate's address and update the Filing Information System in EVIS. Be sure to update the candidate's contact information in FIS.
- Remind the individual that if the candidate (who may be the individual) is going to spend money for a campaign (even money from his or her own pocket), a campaign committee must be established first through the filing of Form 30-D, a Designation of Treasurer form.

If the individual would prefer to have more information regarding campaign finance, provide the individual with a Campaign Finance Information booklet (prepared in house). Otherwise, this information should be provided when the petitions are filed.

- Review the filing requirements (*deadlines, filing fee, signature requirement, etc.*) contained in the Candidate Petition Guide.
- Review the petition form with the individual receiving the petitions.
- Ask the individual if he or she has any more questions.
- Place this form in the petition folder and provide to the individual.

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## Staff Checklist: When Petition Forms are Filed

- Ask the filer if he or she is ready to file his or her petition.
- Provide the filer with the Candidate Filing Checklist to complete. Failure to complete the checklist does not affect the actual filing but is a tool to aid filers.
- Ask the filer if the petition contains more than 3 times (or 2 times if filing for Springfield City offices) the amount of valid signatures required.

If the total number of signatures exceeds the maximum amount allowed, do not accept the filing as is since there are too many signatures found on the petition. (*The filer may need to remove part-petitions from the filing in order that the number of signatures on the petition does not exceed the maximum amount allowed*).

- Once the filer consents to file the petition, date or time-stamp each part-petition as appropriate (time-stamp on the day of filing deadline).

**Once the petitions have been stamped then the petition is considered filed and cannot be returned or altered in any manner**

- Count the number of signatures recorded by the circulator on each part petition and record the information on the petition receipt.
- Collect the appropriate filing fee (checks should be made payable to the Clark County Board of Elections).
- Provide a receipt for the petition that has been filed and indicate the method and amount paid for the filing fee. Mark the receipt "PAID". Stamp any checks using the endorsement stamp in the cash box. Place payment in the cash box and complete the ledger in Excel (see desktop or <U:\Petitions\2015\Filing Fee Ledger.xlsx>)
- Ask the potential candidate to print his or her name as it should appear on the ballot using the Candidate Filing Checklist.
- Complete the bottom of the Candidate Filing Checklist.
- If the filer or the potential candidate is filing for any county, city, or educational service center position, provide the filer with information concerning the Ohio Ethics Financial Disclosure Statement.
- Provide the candidate with a Candidate Campaign Finance Information Guide and instruct the candidate to complete and sign the receipt attesting that the Campaign Finance forms have been received. Inform the filer or the potential candidate that he or she must file a Designation of Treasurer form (Form 30-D) prior to spending or receiving any monies (payment of the filing fee or the purchasing of voter lists is not necessarily considered to be a campaign expenditure since the individual is not a candidate until after certification). Remind the filer or the potential candidate that a self-funded campaign must still be reported according to Ohio law.
- Photocopy the petitions and provide the COPIES to the person filing the petition.
- Update the Filing Information System in EVIS and place folder in designated area for review.