

## NON-PARTISAN CANDIDATE FILING CHECKLIST

- **A Statement of Organization or \$500 Threshold Exemption Statement** must be filed BEFORE accepting contributions, making expenditures, distributing campaign literature or circulating petitions. (If applicable)

The candidate filing period for all other documents begins **July 9, 2012 at 8:00 a.m.** and ends **August 8, 2012 at 5:00 p.m.** Candidates (or their representatives) must present ALL of the necessary paperwork at one time. Candidates will be taken on a first-come, first-served basis. The Election Department staff processes all nominating papers presented before 5:00 p.m. the same day they are brought in. Please be prepared to wait into the evening, if necessary. Avoid the wait by filing early in the period.

**1. Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement**

(All three of these are on the same one-page form)

- Make sure to answer every question and fill in every blank.
- Write the candidate's name exactly how he or she wants it to be printed on the ballot. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
- The candidate must sign the form and have the signature notarized.\*

**2. Nomination petitions**

- The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. If there are too few, the secretary of State cannot accept the nomination papers.
- Check to see that the circulator portion of each petition is complete:
- Did the circulator print his or her name, residence address, city or town, and county on the back of each petition?
- Did the circulator sign the back of each petition?
- Check to see that the signature portion of each petition is complete:
- Is there a date for each signature?
- Is there an actual residence address including city or town, or a description of the residence location, for each signature?

**3. Statement of Organization OR \$500 Threshold Exemption Statement ( if Applicable)**

If it has not already been filed, a Statement of Organization registering the *candidate's campaign committee* OR a \$500 Threshold Exemption Statement must be filed at the time of filing nomination papers or the other documents cannot be accepted. If the candidate has an exploratory committee open at the time of filing then the candidate, chairman and treasurer must file an amended Statement of Organization to change the committee to a candidate's campaign committee. Optional Paperwork – Statement on Recall: This is an optional form that federal candidates may file.