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FILING REMINDERS

GENERAL REQUIREMENTS

The candidate's name, as printed and signed, should appear in exactly the same form on the petition sheets, statement of candidacy and loyalty oath

May use initials or nicknames, in addition to surname

If name change within 3 years before last day to file, candidate must file an affidavit. This does not apply to name change resulting from adoption, marriage, divorce.

All forms must be signed and notarized

The candidate may have a representative file on their behalf

Established party candidates must file by mail or in-person November 28th – December 5th, 2011

Candidates for County Wide, County Board and Precinct Committeemen offices file at the County Election Office, 200 S. 9th, Room 105, Springfield from 8:30 am – 5:00 pm, Monday – Friday.

Petitions are open to the public once filed

STATEMENT OF CANDIDACY

Must contain candidate's name, address, office (including district if applicable), party (if applicable)

Name on form must match how it appears on petition sheets and loyalty oath

Must be signed by candidate in presence of notary, then notary must sign

STATEMENT OF ECONOMIC INTEREST - RECEIPT

Each candidate (excluding precinct committeemen) must file a **receipt** indicating that they have filed a Statement of Economic Interest

To obtain the receipt, you must first file your Statement of Economic Interest form in Room 101 of the County Clerk's Office.

Receipt may be filed at same time as nominating petitions or no later than 5:00 p.m. on the last day of filing

LOYALTY OATH

This form is optional, but if it is filed, it should be complete and the name should appear as it does on the other filing forms

PETITION SHEETS

Top heading must be completed prior to circulation and each sheet must contain precisely the same information in the heading

Must contain **original** signatures of the voters, circulator and notary (no photocopies)

Must contain at least the minimum number of signatures required for the office

Must be of uniform size, numbered consecutively, and be neatly fastened together in book form by fastening them at one edge in a secure manner

Once filed, the petitions shall not be altered or added to

Must only be circulated by one person

Petition Circulator

Must be 18 years of age and a U.S. Citizen

Must personally witness all signatures and sign bottom portion in presence of notary

May only circulate for one established political party

Candidate may circulate their own petition sheets and a circulator may sign the sheet they are circulating (if registered voter in the district)

Petition Signers

Must be a registered voter in the district the candidate is seeking nomination/election

May only sign petitions for one political party

May change party affiliation from one election to another (i.e. A signer who voted Democratic in the last Primary may sign Green Party petitions, but once they sign for a Green Party candidate, they may not sign petitions for another established party)

May sign multiple petitions for the same office, but only if they are the same party

Must sign his/her own signature (with the same name as registered to vote) and **CANNOT** sign for someone else

Signers shall print their address, but the state, county and city may be pre-printed when all the signers reside therein

Standard abbreviations may be used

Pencil is allowed, but dark ink pen recommended

Should avoid use of ditto marks or writing over them

Circulator can fill in any missing information except a voter's signature

Candidate or Circulator may strike signatures prior to filing by initialing where signature is struck and submit signed certification (Form P-2A) listing page number and line number of each signature struck