

CANDIDATE CHECK-LIST

Filing Dates for Nomination Forms & Petitions

Partisan (Primary Election):	May 2, 2016 through <u>June 1, 2016 at 5:00 PM</u>
§ 16-341 (Independent/Other than by Primary):	May 2, 2016 through <u>June 1, 2016 at 5:00 PM</u>
Non-Partisan (General Election):	July 11, 2016 through <u>August 10, 2016 at 5:00</u>

PROCEDURES: Candidates (or their representatives) must present **ALL** of the required documents at one time. During the filing period, the Elections Department staff will process nominating papers presented before 5:00 PM.

** During the last two weeks of filing the Maricopa County Elections Department will contact Primary & §16-341 candidates to schedule appointments. Candidates with appointments will be taken first and those that do not schedule an appointment will be taken on a first come, first served basis. If you would like to schedule an appointment to file earlier in the filing period, please contact Berta Ramirez at (602) 506-0938 or by email: bramirez@risc.maricopa.gov

1. Statement of Organization or \$500 Threshold Exemption Statement

- All candidates / candidate campaign committees shall have one of these two forms on file – current and specific to the 2016 elections – **BEFORE** making any expenditures, accepting contributions, distributing campaign literature or **CIRCULATING PETITIONS**. (A.R.S. §16-902.01)
- Candidates registered with an “Exploratory” Committee must file an amended Statement of Organization or \$500 Threshold Exemption Statement to transition to a candidate’s campaign committee.

2. Nomination Paper, Affidavit of Qualification, Campaign Finance Laws Statement (*all in one form*)

- Complete every blank.
- Provide proper designation of office sought. (include the district name and district number or division)
- The candidate must be a qualified elector at the time of filing. (residence must be located within the district/division, proper party affiliation is required)
- Print the candidate’s name exactly how he or she wants it to appear on the ballot. The name will appear in ALL CAPS - last name first. Nicknames are acceptable as long as they do not suggest a title. (A.R.S. §16-311.G)
- The form must be signed and notarized*. (Two (2) signatures are required on this form)

(Except in the case where liability is being appealed, if a person is liable for an aggregation of \$1,000 or more in fines, penalties, late fees or administrative or civil judgments, including any interest or costs, in any combination, that have not been fully satisfied, **the filing officer shall not accept the nomination papers.** A.R.S. §16-311.I.)

3. Personal Financial Disclosure Statement (Primary & §16-341 Candidates Only)

- Covers the previous 12 months from the date of filing.
- Must be signed and notarized*.

4. Nomination Petitions

The petition form must be printed on LETTER size paper with 10 signature lines per page (8 1/2 x 11) two sided – Circulator information on the back. White paper only. *Helpful hint: put your pages in descending order by the number of signatures on the page. Full pages on top. This is not a requirement.*

- File at least the minimum number of signatures required for the office sought and not more than the maximum number allowed. If there are too few signatures, the Elections Department cannot accept the nominating papers.
- Inspect the circulator information on the back of each petition for completeness:
 - Is the circulator name, residence address, city or town, and county printed?
 - Did the circulator sign the back of each petition?
- Review the front of each petition for completeness: (*cannot be altered after voters have signed*)
 - Check for proper designation of office sought (must include the district or division)
 - Is the Election Date correct?
 - Is there a signature and complete date for each voter?
 - Did the voter provide a residence address or description of the actual residence location or AZ post office box?

* *The Elections Department’s staff will notarize forms, free of charge, if the signer presents valid picture identification. Blank forms are available at the Elections Department. All documents must contain an original signature and notary.*