

# CANDIDATE CHECK-LIST

## FILING DATES FOR NOMINATION FORMS & PETITIONS

<b>Partisan (Primary Election):</b>	April 28, 2014 through <b><u>May 28, 2014 at 5:00 PM</u></b>
<b>§ 16-341 (Independent/Other than by Primary):</b>	April 28, 2014 through <b><u>May 28, 2014 at 5:00 PM</u></b>
<b>Non-Partisan (General Election):</b>	July 7, 2014 through <b><u>August 6, 2014 at 5:00 PM</u></b>

**PROCEDURES:** Candidates (or their representatives) must present **ALL** of the required documents at one time. The Elections Department staff will process all nominating papers presented before 5:00 PM each day of the filing period. On the last day to file, please be prepared to wait into the evening, if necessary.

\*\* The last two weeks of the candidate filing periods are hectic for all filing offices and candidates. In an effort to make the process easier, the Maricopa County Elections Department will attempt to contact each candidate registered for the Primary Election & §16-341 candidates, to schedule an appointment for filing. Those who do not make an appointment will be taken on a first come, first served basis and those with an appointment will be taken first. If you would like to pre-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](mailto: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 2014 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 change from exploratory to a candidate’s campaign committee.

### **2. Nomination Paper, Affidavit of Qualification, Campaign Finance Laws Statement**

*(all in one form)*

- Be sure to answer each question and fill in every blank.
- Check proper designation of office sought. (must include the district name, district number or division)
- Candidate must be a qualified elector at the time of filing. (residence must be within the district/division, proper party affiliation is required)
- Print the candidate’s name exactly how he or she wants it be printed on the ballot. The candidate’s 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 paper.** A.R.S. §16-311.I.

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

- This form covers the previous 12 months from the date of filing. (This is a different time period from the public officer filing required in January)
- This form 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. *It is helpful if you put your pages in descending order by the number of signatures on the page. Full pages on top. This is not a requirement.*
- The candidate must 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.
- Check the circulator information on the back of each petition for completeness:
  - 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 the front of each petition for completeness:
  - Check for proper designation of office sought (must include the district or division)
  - Election Date is correct?
  - Is there a signature and complete date for each signer?
  - Is there a residence address or description of the actual residence location or AZ post office box for each signer?

\* 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.