

ROCK COUNTY, WISCONSIN

Office of the Rock County Clerk
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Janesville, WI 53545



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Lisa Tollefson, Rock County Clerk

DATE: February 2020

TO: Rock County Candidates for County Clerk, County Treasurer and Register of Deeds

FROM: Lisa Tollefson, County Clerk

RE: 2020 Fall Wisconsin County Constitutional Officer Elections

The following information should be helpful to anyone intending to become a candidate for one of the above listed offices.

ELECTION DATES: Partisan Primary - August 11, 2020
Fall General Election – November 3, 2020

Attached are the following:

- Ballot Access Checklist for 2020 Partisan County Candidates (ELIS-16, Rev. 2019-06).
- Campaign Finance Committee/Conduit Registration Statement (CF-1, Rev. 11/2018), which **must** be filed prior to filing nomination papers or accepting/spending money.
- Declaration of Candidacy (EL-162, Rev. 2019-08), which **must** be filed by the deadline for filing nomination papers.
- Nomination Paper for Partisan Office (EL-168, Rev. 2016-03), which includes a *Guide to Determining Sufficiency of Nomination Papers*.
- Campaign Finance Checklist for 2020 Partisan County Candidates (ETIS-17, Rev. 2019-05).

The **first day to circulate nomination papers is Wednesday, April 15, 2020**. A minimum of 500 and a maximum of 1000 signatures are required.

The deadline to file nomination papers is 5:00 p.m. on Monday, June 1, 2020, in the Rock County Clerk's Office, Rock County Courthouse, 2nd Floor, 51 S. Main St., Janesville WI 53545. **Only ORIGINALS will be accepted** – no faxed or emailed documents.

The drawing for ballot name placement will be held in the Rock County Clerk's Office at 9:00 a.m. on Thursday, June 4, 2020.

If you have any questions completing any of the forms, please contact the Rock County Clerk's Office (608-757-5660), the Wisconsin Elections Commission (608-266-8005) or the Wisconsin Ethics Commission (608-266-8123).

BALLOT ACCESS CHECKLIST

FOR 2020 PARTISAN COUNTY CANDIDATES



Each of the following forms must be completed and filed on time by a candidate for county office in order for the candidate's name to be placed on the ballot for the **August 11, 2020 Partisan Primary** and **November 3, 2020 General Election** in Wisconsin.

The filing officer for partisan county candidates is the county clerk, except in Milwaukee County where the filing officer is the Milwaukee County Board of Election Commissioners. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- Complete and submit a Registration Statement** (Form [CF-1](#)) to the filing officer no later than **5:00 p.m., on Monday, June 1, 2020**. A Registration Statement should be filed or amended before campaign funds are collected or spent and prior to submitting nomination papers.
 - New candidates
File a **Registration Statement** (Form [CF-1](#)) before campaign funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).
 - Continuing candidates
Amend your current registration, indicating the office sought and the new primary and election dates before funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).

- Complete and Submit a Declaration of Candidacy** (Form [EL-162](#)) to the filing officer. The Declaration of Candidacy must be received by the filing officer no later than **5 p.m., on Monday, June 1, 2020**, or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than June 1, 2020. Wis. Stat. §§ 8.15(4)(b), 8.21, 8.30(4), ch. EL § 6.04, Wis. Adm. Code.

- Circulate and Submit Nomination Paper Signatures** on form [EL-168](#), and submit them to the filing officer no later than **5:00 p.m., on Monday, June 1, 2020**. Nomination papers may not be circulated before April 15, 2020. Original nomination papers (no photocopies, faxes or emailed documents) must be received by the filing officer no later than 5 p.m. on Monday, June 1, 2020 or the candidate's name will not be placed on the ballot. Wis. Stat. § 8.15(1), Wis. Admin. Code EL 6.04(2).

The number of signatures required are as follows:

In counties with population over 100,000	500 - 1,000
In counties with population 100,000 or less	200 - 400

Important Note Regarding Statements of Economic Interests:

A county may enact an ordinance establishing a code of ethics for public officials that may require a candidate for county office to file a **Statement of Economic Interests (SEI)**. The ordinance may also provide that failure to timely file an SEI will prevent the candidate's name from being placed on the ballot. Wis. Stat. § 19.59(1m),(3)(b). Please contact the filing officer to learn if this requirement applies to you.



CAMPAIGN FINANCE REGISTRATION STATEMENT

STATE OF WISCONSIN

Note: An amended registration statement must be filed within 10 days of any changes in information.

1. Is this an Amendment? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please enter your committee number:	Committee Number
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SECTION A: GENERAL INFORMATION

A1. Candidate Committee/Committee/Conduit Name		A2. Registrant Type (Choose One) <input type="checkbox"/> Candidate <input type="checkbox"/> Referendum <input type="checkbox"/> Recall <input type="checkbox"/> Conduit <input type="checkbox"/> Political Action (PAC) <input type="checkbox"/> Independent Expenditure (IEC) <input type="checkbox"/> Political Party <input type="checkbox"/> Legislative Campaign Committee			
A3. Email	A4. Phone				
A5. Mailing Address		A6. City	A7. State	A8. Zip	
Depository Institution Information					
A9. Institution Name		A10. Street Address		A11. City	A12. State
A13. Zip					
Treasurer/Administrator Information					
A14. Name		A15. Email		A16. Phone	
A17. Mailing Address		A18. City		A19. State	A20. Zip
Other Officers (Optional) <i>Independent and local non-partisan candidates: Indicate by an asterisk (*) which officers are authorized to fill a vacancy in nomination due to death of candidate.</i>					
A21. Name	A22. Title	A23. Email		A24. Phone	
A25. Name	A26. Title	A27. Email		A28. Phone	
Filing Exemption <i>Registrants that will not accept contributions, make disbursements, or incur obligations in an aggregate amount of more than \$2,000 in a calendar year are eligible for exemption from filing campaign finance reports. Exempt status is effective only for the calendar year in which it is granted. Registrants wishing to remain on exempt status must renew each year. Candidates may not claim exemption in the year of their election before the day they appear on the ballot.</i>			A29. Exemption Affirmation <input type="checkbox"/> Yes, this registrant is eligible for exemption <input type="checkbox"/> No, this registrant is not eligible for exemption		

SECTION B: CANDIDATE COMMITTEES

B1. Office Sought (include District/Branch)		B2. Political Party		B3. Election Date	
Candidate Information					
B4. Name		B5. Email		B6. Phone	
B7. Mailing Address		B8. City		B9. State	B10. Zip
Second Candidate Committee <i>An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office.</i>			B11. Is this your only registered candidate committee in Wisconsin? <input type="checkbox"/> Yes, this is my only candidate committee in Wisconsin <input type="checkbox"/> No, this is my second candidate committee in Wisconsin		
B12. Other Office Held or Sought (include District/Branch) <i>Only complete B12 if you responded "No" to B11.</i>					

SECTION C: RECALL COMMITTEES

C1. Name of Official Subject to Recall	C2. Office of Official Subject to Recall	C3. <input type="checkbox"/> Support <input type="checkbox"/> Oppose
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CAMPAIGN FINANCE REGISTRATION STATEMENT

STATE OF WISCONSIN

Note: An amended registration statement must be filed within 10 days of any changes in information.

SECTION D: PAC, IEC, AND CONDUITS

D1. Sponsoring Organization	D2. Email	D3. Phone		
D4. Mailing Address	D5. City	D6. State	D7. Zip	

SECTION E: POLITICAL PARTY & LEGISLATIVE CAMPAIGN COMMITTEES

E1. Political Party (Name candidates appear under on a ballot)		E2. Does the Committee have a Segregated Fund? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Segregated Fund Depository Institution Information (if applicable)				
E3. Institution Name	E4. Street Address	E5. City	E6. State	E7. Zip

SECTION F: REFERENDA COMMITTEES

F1. Nature of Referendum (if applicable)	F2. <input type="checkbox"/> Support <input type="checkbox"/> Oppose
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SECTION G: CERTIFICATION

Accurate Information

I certify that I am an authorized representative of the registrant and that to my knowledge all of the information contained within this registration is true, correct, and complete.

Timely Amendments

I am aware of the requirement to amend this registration statement within 10 days of any change of information contained within, as well as the requirement to register within 10 days of meeting the requirements to register under Chapter 11 of Wisconsin Statutes.

Records Retention

I further acknowledge the requirement to maintain the records of the registrant in an organized and legible manner for three years from the date of the most recent election in which this registrant participated.

Ongoing Compliance

This registrant shall continue to maintain its registration and comply with all applicable reporting requirements under Chapter 11 of Wisconsin Statutes.

Treasurer/Administrator

G1. Printed Name	G2. Signature	G3. Date
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Candidate (if applicable)

G4. Printed Name	G5. Signature	G6. Date
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FORM INSTRUCTIONS

CAMPAIGN FINANCE REGISTRATION STATEMENT (CF-1)

Note: Use of this form is required by the Ethics Commission for registration of a political committee or conduit under Chapter 11 of Wisconsin Statute. Completion of this form is mandatory for committees that file on paper. It is not the Commission's intention to use any personally identifiable information from this form for any other purpose.

Item 1. Is this an amendment? Check the appropriate box. If "Yes" is checked, enter the committee ID number if you have one. If "No" is checked, proceed directly to Section A.

Section A: General Information. All candidates, committees, and conduits must complete section A.

Item A1: Committee/Conduit Name. All committees and conduits must have a name. It is not required that the name include the candidate or organization's name, but it is recommended, e.g., Friends of John Smith. A political party committee wishing to operate under the same name as a state political party committee must receive authorization from that state party (WIS. STAT. § 11.0101(26)(a)1).

Depository Institution Information. All committees and conduits must designate a depository institution. While it is recommended that all committees have a designated campaign depository account, candidates who will serve as their own treasurer may designate a single personal account to serve as the committee depository account and may intermingle personal and campaign funds (WIS. STAT. § 11.0201(2)(b)).

Treasurer/Administrator Information. Each committee must appoint a treasurer and each conduit must appoint an administrator. Any adult may serve as a treasurer or administrator. A candidate may serve as his or her own treasurer. If a candidate is serving as their own treasurer, please indicate so in this section.

Section B: Candidate Committees. Candidate committees must complete section B. No other committee type should complete section B.

Section C: Recall Committees. Recall committees must complete section C. No other committee type should complete section C.

Section D: PAC, IEC, and Conduits. Political action committees, independent expenditure committees, and conduits must complete section D. No other committee type should complete section B. All fields in section D refer to the sponsoring organization's contact information.

Section E: Political Party and Legislative Campaign Committees. Only political party committees and legislative campaign committees should complete section E.

Item E2. A political party or a legislative campaign committee may establish a segregated fund for purposes other than making contributions to a candidate committee or making disbursements for express advocacy (WIS. STAT. § 11.1104(6)). It is recommended that the committee maintain the segregated fund in a depository account separate from the primary account, but it is not required.

Items E3 - E7. If the segregated fund is maintained with the same depository institution as the primary account, write "Same as primary account." in E3.

Section F: Referendum Committees. Only referenda committees should complete section F.

Section G: Certification. All committees and conduits must complete section G.

Declaration of Candidacy

(See instructions for preparation on back)

FOR OFFICE USE ONLY

Is this an amendment?

Yes (if you have already filed a DOC for this election)

No (if this is the first DOC you have filed for this election)

I, _____, being duly sworn, state that
Candidate's name

I am a candidate for the office of _____
Official name of office - Include district, branch or seat number

representing _____
If partisan election, name of political party or statement of principle - five words or less (Candidates for nonpartisan office may leave blank.)

and I meet or will meet at the time I assume office the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.

I have not been convicted of a felony in any court within the United States for which I have not been pardoned.¹

My present address, including my municipality of residence for voting purposes is:

House or fire no.	Street Name	Mailing Municipality and State	Zip code	Town of <input type="checkbox"/>	Village of <input type="checkbox"/>	City of <input type="checkbox"/>
				Municipality of Residence for Voting		

My name as I wish it to appear on the official ballot is as follows:

(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

STATE OF WISCONSIN } _____ (Signature of candidate)
County of _____ } ss.
(County where oath administered)

Subscribed and sworn to before me this _____ day of _____, _____.

(Signature of person authorized to administer oaths)

**NOTARY SEAL
REQUIRED, IF OATH
ADMINISTERED BY
NOTARY PUBLIC**

Notary Public or other official _____
(Official title, if not a notary)

If Notary Public: My commission expires _____ or is permanent.

The information on this form is required by Wis. Stat. § 8.21, Art. XIII, Sec. 3, Wis. Const., and must be filed with the filing officer in order to have a candidate's name placed on the ballot. Wis. Stats. §§ 8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.20 (6), 120.06 (6)(b), 887.01.

¹ A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

Instructions for Completing the Declaration of Candidacy

All candidates seeking ballot status for election to any office in the State of Wisconsin must properly complete and file a **Declaration of Candidacy**. This form must be **ON FILE** with the proper filing officer no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. A facsimile will be accepted if the FAX copy is received by the filing officer no later than the filing deadline **and** the signed original declaration is received by the filing officer with a postmark no later than the filing deadline.

Information to be provided by the candidate:

- Type or print your name on the first line.
- The title of the office and **any district, branch, or seat number** for which you are seeking election must be inserted on the second line. *For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.*
- Type or print the political party affiliation or principle supported by you in five words or less on the third line. *Nonpartisan candidates may leave this line blank.*
- **Felony convictions: Your name cannot appear on the ballot if you have been convicted of a felony in any court in the United States for which you have not been pardoned. Please see footnote on page 1 for further information with respect to convictions for misdemeanors involving a violation of public trust. These restrictions only apply to candidates for state and local office.**
- Your current address, including your municipality of residence for voting purposes, must be inserted on the fourth line. This must include your entire mailing address (**street and number, municipality where you receive mail**) and the name of the municipality in which you reside and vote (town, village, or city of ___). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. Wis. Stat. § 8.21. *Federal candidates are not required to provide this information, however an address for contact purposes is helpful.*
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your full legal name, former legal surname, or any combination of first name, middle name, and initials, surname or nickname with last name.

Note: The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as “Red” or “Skip” are permitted, but names which have an apparent electoral purpose or benefit, such as “Lower taxes,” “None of the above” or “Lower Spending” are not permitted. It is also not permissible to add nicknames in quotes or parentheses. For example, John “Jack” Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county or municipal clerk. Wis. Stat. §§ 8.21(2), 887.01(1).

Information to be provided by the person administering the oath:

- The county where the oath was administered.
- The date the Declaration of Candidacy was signed and the oath administered.
- The signature and title of the person administering the oath. If signed by a notary public, the notary seal is required and the date the notary's commission expires must be listed.

All candidates for offices using the nomination paper process must file this form (*and all school district candidates must file the EL-162sd*) with the appropriate filing officer no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.20 (6), 8.21, 8.50 (3)(a), 120.06 (6)(b). Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. Wis. Stat. § 8.05 (l)(j).

NOMINATION PAPER FOR PARTISAN OFFICE

Candidate's name (required) ; no titles may be used.		Candidate's residential address (required) <i>No P.O. box addresses</i> Street, fire, or rural route number; box number (if rural route); and name of street or road			Candidate's municipality for voting purposes (required) . <input type="checkbox"/> Town of _____ <input type="checkbox"/> Village of _____ <input type="checkbox"/> City of _____ (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes (required) if different than residential address or voting municipality)		State (required) WI	Zip code	Type of election (required) <input type="checkbox"/> general <input type="checkbox"/> special	General Election date (required) <u>Mo/Day/Year</u>	(Required) Name of Party or Statement of Principle (5 words or less)
Title of office (required)		District or Jurisdiction (required) if applicable <input type="checkbox"/> District number _____ <input type="checkbox"/> Jurisdiction (county) _____			Name of jurisdiction or district in which candidate seeks office (required)	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate representing the party or statement of principle indicated above, so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.				
Signatures of Electors	Printed Name of Electors	Residential Address <i>(No P.O. Box Addresses)</i> Street and Number or Rural Route <small>(Rural address must also include box or fire no)</small>	Municipality of Residence <small>Check the type and write the name of your municipality for voting purposes</small>	Date of Signing <u>Mo/Day/Year</u>
1.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

CERTIFICATION OF CIRCULATOR

I, _____, certify: I reside at _____.

(Name of circulator) (Circulator's residential address - Include number, street, and municipality)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. § 6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

(Date) (Signature of circulator)

Page No.

INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR PARTISAN OFFICE

This is a sample nomination paper form. It conforms to the statutory requirements for nomination papers for partisan office. All information concerning the candidate must be completed in full before circulating this form to obtain signatures of electors. All information concerning the signing electors and the circulator must be completed in full before filing with the appropriate filing officer. This form may be reproduced in any way. A candidate's picture and campaign information may also be added to this form. The Wisconsin Elections Commission has determined that no disclaimer or other attribution statement is required on nomination papers. Candidates are advised to send a sample of their completed form to the filing officer for review before circulation. Federal and state candidates file with the Wisconsin Elections Commission. County candidates file with the County Clerk.

Page Numbers – Number each page consecutively, beginning with “1”, before submitting to the filing officer. A space for page numbers has been provided in the lower right-hand corner of the form.

Candidate's Name - Insert the candidate's name. A candidate may use his or her full legal name, or any combination of first name, middle name, and initials or nickname with last name. The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as “Red” or “Skip” are permitted, but names that have an apparent electoral purpose or benefit, such as “Lower taxes,” “None of the above” or “Lower Spending” are not permitted. It is also not permissible to add nicknames in quotes or parentheses between first and last names. For example, John “Jack” Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

Candidate's Residence – Insert the candidate's residential address (*no P.O. Box addresses*) and the municipality for voting purposes. Indicate if the municipality of residence is a town, village or city. If a candidate's mailing address is different from the residential address or voting municipality, a complete mailing address must also be given.

Date of Election - Insert the date of the election. If the nomination paper is being circulated for a general election, the date is the Tuesday after the first Monday in November of an even-numbered year. If the election is a special partisan election, the date of the special election must be listed.

Party or Statement of Principle – Insert the name of the party the candidate represents. Independent candidates may provide a Statement of Principle, not to exceed 5 words.

Title of Office - The name of the office must be listed **along with the jurisdiction or district number** that clearly identifies the office the candidate is seeking, for example, Representative to the Assembly – 1st district or Dane County District Attorney.

Name of Jurisdiction - The nomination papers must also indicate the municipality or jurisdiction in which the signing electors are qualified to vote, as it relates to the office sought by the candidate named on the nomination paper. For example, for a statewide office the jurisdiction is the State of Wisconsin. Other examples are 1st Congressional District, 24th Assembly District or Brown County.

Signatures and Printed Names of Electors - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each signer must also legibly print their name. Each elector must provide their residential address (*no P.O. Box addresses*), including any street, fire or rural route number, box number (if rural route) and street or road name and municipality of residence. A post office box number alone does not show where the elector actually resides. The name of the Municipality of Residence must be listed for each signing elector and must clearly identify the town, village or city where the elector's voting residence is located. The date the elector signed the nomination paper, including month, day and year, must be indicated. Ditto marks that follow correct and complete address or date information are acceptable. The circulator may add any missing or illegible address or date information before the papers are filed with the filing officer.

Signature of Circulator - The circulator should carefully read the language of the *Certification of Circulator*. THE CIRCULATOR MUST PERSONALLY PRESENT THE NOMINATION PAPER TO EACH SIGNER. **THE NOMINATION PAPER MAY NOT BE LEFT UNATTENDED ON COUNTERS OR POSTED ON BULLETIN BOARDS.** The circulator's complete residential address including municipality of residence must be listed in the certification. **After** obtaining signatures of electors, the circulator must sign and date the certification.

Other Instructions - Candidates and circulators should review Ch. Wisconsin Elections Commission §§ 2.05, 2.07, Wis. Adm. Code.

- *Original* nomination papers must be in the physical custody of the appropriate filing officer by the filing deadline. A postmark on the filing deadline is **not** sufficient. Nomination papers **cannot** be faxed/mailed to the filing officer. Ch. Wisconsin Elections Commission § 6.04(2), Wis. Adm. Code.
- Nomination papers with the required number of signatures must be filed with the appropriate filing officer **no later than 5:00 p.m.** on June 1st (or the next day if June 1st is a holiday or weekend) before the general election. Nomination papers may not be circulated before April 15. Special elections may have different circulation time frames and filing deadlines. Check with the filing officer.
- In order for a candidate's name to be placed on the ballot, a candidate must file a *Campaign Registration Statement* (ETHCF-1), a *Declaration of Candidacy* (EL-162), and *Nomination Papers* (EL-168) containing the appropriate number of signatures for the office sought no later than the filing deadline. Wis. Stat. § 8.15(6). Candidates for state office and municipal judge must also file a Statement of Economic Interests with the Wisconsin Ethics Commission by the third business day after the nomination paper filing deadline. Wis. Stat. § 19.43. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. Wis. Stat. § 8.30.
- If a candidate or circulator has any questions, he or she should contact the filing officer.

GUIDE TO DETERMINING SUFFICIENCY OF NOMINATION PAPERS

Overview of Process

Use a red pen to write the number of signatures counted on the upper, right-hand corner of each sheet. Using a red pen, circle any item on the nomination paper that is questioned (when a signature is not counted) or make a circle where an item is missing. Make a red check mark (✓) to the right of the row to indicate signatures not counted. Make a red question mark (?) to note questionable signatures that have been counted or to note omissions that do not affect the signature count on that page. Place the sheets that do not have all the signatures counted to the back of the bundle of nomination papers.

Criteria for Determining Sufficiency of Signatures on Nomination Papers

1. Top portion of paper clearly identifies the candidate, address, election date, office sought, and district.
2. Signers have indicated name and complete address, and the municipality listed is within the district represented.
3. Signatures are dated within the circulation period, and on or before the date of certification.
4. Certification of circulator is properly completed (including municipality of residence) and signed and dated.
5. Proper number of valid signatures:

See appropriate Ballot Access Checklist (GABIS-_) for number of required signatures

County Nonpartisan Candidates	GABIS-3
School District Candidates	GABIS-5
Municipal Candidates	GABIS-7
County Partisan Candidates	GABIS-16
Multi-jurisdictional Judge Candidates	GABIS-18

The following are examples of the most common questionable areas and the treatment for each question:

If:

Then:

Residential information or dates for different electors are indicated by ditto marks...

Count the signature only if ditto marks follow a valid address or date.

Only a P.O. box is given as the signer's address...

Count only if municipality of residence is entirely in the district.

Ditto marks are used for date of last signer...

Count the signature only if following a valid date.

Date of the first signer is missing...

Don't count the signature.

Date of signer is missing...

Count the signature only if date is bracketed by valid dates. (Mark with a bracket (]) from one valid signature to next.)

If:

Date of the first or last signer has year Incomplete, i.e. 12/22/201, or 12/2014...

Address of signer is missing but residency can be determined by information on that nomination paper...

Municipality of circulator is missing...

Any part of the circulator date is missing...

Circulator signed on the line that should have had the printed name...

Then:

Don't count the signature.

Count the signature. (Indicate where information is found. This can occur when circulator or candidate also signs as a voter.)

Count the signatures on that page only if the municipality can be determined by information on that nomination paper. (Indicate where information is found.)

Don't count the signatures on that page.

Count the signatures on that page.

Note: Administrative rule GAB 2.05 outlines the criteria for determining sufficiency of signatures on nomination papers. http://docs.legis.wisconsin.gov/code/admin_code/gab/2/05

CAMPAIGN FINANCE CHECKLIST FOR 2020 PARTISAN COUNTY CANDIDATES

Candidates for partisan county office should determine if they are required to make financial disclosure reports.

The filing officer for partisan county candidates is the county clerk, except in Milwaukee County where the filing officer is the Milwaukee County Board of Election Commissioners. Candidates should contact their filing officer for further information or to obtain any of the necessary forms. WIS. STATS. §§ [11.0102\(1\)\(b\)](#), [11.0102\(3\)\(c\)](#)

If NOT claiming the exemption from reporting requirements:

- Obtain a copy of the **Campaign Finance Overview – Local Candidates Manual** (Revised 2019) from your filing officer and carefully review it with your treasurer.
- Complete and submit a **July Continuing Campaign Finance Report (Form ETHCF-2L)** to the filing officer no later than **July 15, 2020**. This report covers activity from January 1, 2020, or the date of registration (whichever is later), through June 30, 2020. WIS. STATS. §§ [11.0204\(4\)\(d\)](#) [11.0103\(3\)\(a\)2](#).
- Complete and submit a **Pre-Primary Campaign Finance Report (Form ETHCF-2L)** to the filing officer no later than **August 3, 2020**. This report covers activity from July 1, 2020, through July 27, 2020. WIS. STATS. §§ [11.0204\(4\)\(a\)](#), [11.0103\(3\)\(a\)1](#).
- Complete and submit a **September Continuing Campaign Finance Report (Form ETHCF-2L)** to the filing officer no later than **September 22, 2020**. This report covers activity from July 28, 2020 through August 31, 2020. WIS. STATS. §§ [11.0204\(4\)\(d\)](#) [11.0103\(3\)\(a\)2](#).
- Complete and submit a **Pre-Election Campaign Finance Report (Form ETHCF-2L)** to the filing officer no later than **October 26, 2020**. This report covers activity from September 1, 2020, through October 19, 2020. WIS. STATS. §§ [11.0204\(4\)\(a\)](#), [11.0204\(5\)\(a\)](#), [11.0103\(3\)\(a\)1](#).
- Complete and submit a **January Continuing Campaign Finance Report (Form ETHCF-2L)** to the filing officer no later than **January 15, 2021**. This covers activity from October 20, 2020, through December 31, 2020. WIS. STATS. §§ [11.0204\(4\)\(c\)](#), [11.0204\(5\)\(b\)](#), [11.0103\(3\)\(a\)2](#).

Note: Candidates are required to continue filing Campaign Finance Reports, regardless of the results of the Primary. WIS. STATS. § [11.0207](#). *An individual that has won the election and holding office is defined as a candidate, and therefore must remain registered and cannot terminate while in office.* WIS. STATS. §§ [11.0202\(1\)\(a\)](#), [11.0101\(1\)\(b\)](#)