# **BALLOT ACCESS CHECKLIST** FOR 2022 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 9, 2022 Partisan Primary and November 8, 2022 General Election in Wisconsin.

officer	is the N		clerk, except in Milwaukee County where the filing ners. Candidates should contact their filing office .						
	p.m.,	<b>Complete and submit a Registration Statement</b> (Form <u>CF-1</u> ) to the filing officer no later than <b>5:00 p.m., on Wednesday, June 1, 2022.</b> 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 submitting nomination papers. Wis. Sta	efore campaign funds are collected or spent or at. §§ 11.0202(1)(a), 11.0101(1).						
	>	Continuing candidates  Amend your current registration, indicating the dates before funds are collected or spent or be Wis. Stat. §§ 11.0202(1)(a),11.0101(1).	office sought and the new primary and election fore submitting nomination papers.						
	Declar June the or		ng officer no later than <b>5 p.m., on Wednesday</b> , ced on the ballot. If the form is faxed or emailed						
	officer circula docum	ndidate's name will not be placed on the ballot.	1, 2022. Nomination papers may not be papers (no photocopies, faxes or emailed ter than 5 p.m. on Wednesday, June 1, 2022 or						
	T	he number of signatures required are as follo	ows:						
		counties with population over 100,000 counties with population 100,000 or less	500 - 1,000 200 - 400						
Import	ant No	te Regarding Statements of Economic Intere	ests:						

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.

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

1. Is this an Amendment?	□ No	☐ Yes If ye	s, please enter	your co	mmi	ittee numb	er:	Committe	ee Nu	nber	
SECTION A: GENERAL	INFO	RMATION									
A1. Candidate Committee/Committe A3. Email	e/Conduit	**************************************		A2. Registrant Type (Choose One)  Candidate Referendum Recall Co  Political Action (PAC) Independent Expend							
AS. Email		A4. Phone						J Independer ntive Campai			
A5. Mailing Address	A6. City						-	Zip			
Depository Institution Information								L	-		
A9. Institution Name A10. Street Addr			A11. City					A12. State A13. Zij		A13. Zip	
Treasurer/Administrator Informatio	n		•								
A14. Name			A15. Email				A16.	6. Phone			
A17. Mailing Address			A18. City			•		A19. State	A20	). Zip	
Other Officers (Optional) Independent and local non-partisan can	udidates: Ii	ulicate by an asteris	k (*) which afficure	ara author	.i=/ •	a GH a vasaus					
A21. Name	A22. Tit		A23. Email	are aumor	i_ca a	o jiii a vacane	-	24. Phone	to aea	m of canalaate.	
A25. Name	A26. Tit	le	A27. Email				A	28. Phone			
Filing Exemption  Registrants that will not accept contribution amount of more than \$2,000 in a calend reports. Exempt status is effective only to remain on exempt status must renew their election before the day they appear.	dar year ai for the cal eeach year	e eligible for exemp endar year in which Candidates may n	otion from filing can it is granted. Regis	ipaign fina trants wish	ince hing		s regi	strant is eligi		er exemption	
SECTION B: CANDIDAT	TE CON	MITTEES									
B1. Office Sought (include District/Br	B2. Political Party					B3. Election Date					
Candidate Information											
B4. Name			B5. Email				B6. P	hone			
B7. Mailing Address	B8. City				B9. State B10. Zip						
Second Candidate Committee  An individual who holds a state or local committee to pursue another state or loc	cal office.			☐ Yes, ☐ No, t	this i	s my only ca my second	ındida	candidate con ite committee date committ	e in W		
B12. Other Office Held or Sought (inc	riude Distr	ict/Branch) Only ce	omplete B12 if you r	esponded	"No "	to B11.					
SECTION C: RECALL CO	OMMI	TTEES									
C1. Name of Official Subject to Recall	l		C2. Office of C	Official Su	bject	to Recall			С3.	Support Oppose	



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

SECTION D: PAC, IEC, A	AND CONDUITS					
D1. Sponsoring Organization	D2. Email	THE PARTY OF THE PARTY OF THE PARTY.	D3. Phone			
D4. Mailing Address	D5. City		D6. State D7. Zip			
SECTION E: POLITICAL	PARTY & LEGISLATIVE (	CAMPAIGN COMMIT	TEES			
E1. Political Party (Name candidates a		E2. Does		Committee have a Segregated Fund?  No Yes		
Segregated Fund Depository Institution	on Information (if applicable)					
E3. Institution Name				te E7. Zip		
SECTION F: REFEREND. F1. Nature of Referendum (if applicab				F2. Support Oppose		
SECTION G: CERTIFICA  Accurate Information  I certify that I am an authorized repairs true, correct, and complete.	TION resentative of the registrant and that to	my knowledge all of the inform	ation contained wit	hin this registration		
Timely Amendments						
I am aware of the requirement to an requirement to register within 10 da	nend this registration statement within ws of meeting the requirements to regist	10 days of any change of informer under Chapter 11 of Wiscons	nation contained w.in Statutes.	ithin, as well as the		
by the most recent election in which i	ent to maintain the records of the regist this registrant participated.	rant in an organized and legible	e manner for three	years from the date		
Statutes.	intain its registration and comply with	all applicable reporting require	ements under Chap	ter 11 of Wisconsin		
Treasurer/Administrator						
G1. Printed Name	G2. Signature			G3. Date		
Candidate (if applicable)	•					
G4. Printed Name	G5. Signature			G6. Date		

**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

l,			. b	eina dulv	sworn, state that
	Candidate's	name	, -	3,	onom, otato that
am a candidate for	the office of				
		Official name of office	e - Include district, branch o	r seat numbe	r
representing	election, name of political	party or statement of principle	- five words or less (Candidat	tos for nonnan	tions office may leave black
requirements, if any, will otherwise qualif	prescribed by the	constitutions and laws	of the United States	and the S	cy and voting qualificati tate of Wisconsin, and th
have not been conv	icted of a felony in	any court within the U	Inited States for which	n I have no	t been pardoned.1
		unicipality of resider			an garanteen teen teen teen teen teen teen tee
		I		Town of	
					5 <del></del>
				Village of City of	
	Street Name	Mailing Municipality and Sta		City of	
My name as I wish i	t to appear on the	Mailing Municipality and State official ballot is as a same or initials with surname.	follows:	City of Municip	
	on of first name, middle n	e official ballot is as i	Follows:  A nickname may replace a le	City of Municip	ality of Residence for Voting
(Any combination of Wisconsin	on of first name, middle n	e official ballot is as i	Follows:  A nickname may replace a le	City of Municip	ality of Residence for Voting
(Any combination of County of	on of first name, middle n	e official ballot is as a	Follows:  A nickname may replace a le	City of Municip	ality of Residence for Voting
(Any combination of County of County where	on of first name, middle n	e official ballot is as a same or initials with surname.	Follows:  A nickname may replace a le	City of Municip egal name.)	ality of Residence for Voting
(Any combination of County of	on of first name, middle n	e official ballot is as a same or initials with surname.	Follows:  A nickname may replace a le	City of Municip egal name.)	ality of Residence for Voting
(Any combination of County of County where Subscribed and sworts)	on of first name, middle not not administered)	e official ballot is as a same or initials with surname.  ss. day of	Follows:  A nickname may replace a le	City of Municip egal name.)	ality of Residence for Voting  ndidate)  Notary Seal Required, if Oath
(Any combination of County of County of County where Subscribed and swork)	oath administered) n to before me this	e official ballot is as a same or initials with surname.  Ss.  day of  ed to administer oaths)	Follows:  A nickname may replace a le	City of Municip egal name.)	ality of Residence for Voting
(Any combination of County of County of County where Subscribed and swork)	oath administered) n to before me this	se official ballot is as a same or initials with surname.  SS.  day of  ed to administer oaths)	A nickname may replace a le	City of Municip egal name.)	ality of Residence for Voting  ndidate)  NOTARY SEAL REQUIRED, IF OATH ADMINISTERED BY
(Any combination of Any combinat	oath administered) n to before me this	se official ballot is as a same or initials with surname.  SS.  day of  ed to administer oaths)	Follows:  A nickname may replace a least of the second of	City of Municip	ndidate)  Notary Seal Required, if Oath Administered by Notary Public

EL-162 | Rev. 2019-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 | web: elections.wi.gov | email: elections@wi.gov

<sup>1</sup> 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) <u>and</u> 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 (I)(j).

# NOMINATION PAPER FOR PARTISAN OFFICE

Candidate's name (required); no titles may be used.			esidential address ( <b>required) <i>No</i> r</b> rural route number; box numb		Candidate's mu Town of Village of City of	unicipality for voting	voting purposes (required).			
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)			Zip code	Type of election (required)  general special	General Elec (required)			of municipality) of Party or Statement of Principle		
Title of office (required)			☐ District number			iction or district in	tion or district in which candidate seeks office (required)			
l, the undersigned, request that the candid statement of principle indicated above, so candidate named above seeks office. I hav	that voters will have the opp	portunity to vote	for I him or I her for t	the office listed above.	I am eligible t	d above as a o	candidate repre jurisdiction or d	senting the party or istrict in which the		
The municipality used for mailing pu	rposes, when different th	nan municipali	ty of residence, is not	sufficient. The name	of the mun	icipality of r	residence mus	t always be listed.		
Signatures of Electors  Printed Name of Electors						Municipal Check the t	lity of Residence ype and write the our municipality fo	Date of Signing Mo/Day/Year		
1.						☐ Town ☐ Village ☐ City				
2.						☐ Town ☐ Village ☐ City				
3.						☐ Town ☐ Village ☐ City				
4.						☐ Town ☐ Village ☐ City				
5.						☐ Town ☐ Village ☐ City				
6.						☐ Town ☐ Village ☐ City				
7.						☐ Town ☐ Village ☐ City				
8.						☐ Town ☐ Village ☐ City				
9.						☐ Town ☐ Village ☐ City				
10.						☐ Town ☐ Village ☐ City				
l,			ERTIFICATION OF CIRC			•				
(Name of circulator) I further certify I am either a qualified elect circulated this nomination paper and perso that each person signed the paper with full aware that falsifying this certification is pur	nally obtained each of the s knowledge of its content or	ignatures on this n the date indica	s paper. I know that the s	signers are electors of the	d not be disqu	alified from v	voting under Wi	ks to represent. I know		
(Date)			(Signature of circula	etor)				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.

<u>Candidate's Name</u> - 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.

<u>Candidate's Residence</u> – 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.

<u>Date of Election</u> - 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.

<u>Title of Office</u> - The name of the office must be listed <u>along with the jurisdiction or district number</u> that clearly identifies the office the candidate is seeking, for example, Representative to the Assembly  $-1^{st}$  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 1<sup>st</sup> Congressional District, 24<sup>th</sup> 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.

<u>Signature of Circulator</u> - 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 <u>NOT</u> 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.

- Poriginal 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/emailed 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 1<sup>st</sup> (or the next day if June 1<sup>st</sup> 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.