

GENERAL INFORMATION FOR CIRCULATING & FILING PETITIONS

1. **FIRST DAY TO CIRCULATE PETITIONS** is Tuesday, February 19th.
2. **LAST DAY TO CIRCULATE & FILE** is Tuesday, March 12th.
3. It is suggested that you acquire more signatures than required. Signers must be registered voters and reside in that particular district.
4. Signers of petitions may sign only as many petitions for a designated office and term of office as he will be voting for and no more.
Township Supervisor is a vote for 1 - 6 year term. Only one (1) petition may be signed.
School Director is a vote for 4 - 4 year term. Four (4) petitions may be signed.
5. Individuals signing your petition **MUST** reside in the district which your name will appear on the ballot.

COUNTY OFFICES such as County Executive or Sheriff may circulate throughout the City and County.
COUNTY COUNCIL may circulate within the boundaries of that district, **ONLY**.
DISTRICT JUDGE within the boundaries of that particular jurisdiction.
MUNICIPAL OFFICES such as Boro Council or Township Supervisor must stay within the boundaries of that municipality.
SCHOOL DIRECTORS may circulate petitions in all municipalities within that School District.
SCHOOL DIRECTORS with School Districts in more than one County, must have a **separate** petition sheet for each County.
Signatures of more than one County cannot be combined on one sheet. You may use a petition obtained in Erie County for these signatures.

ELECTION OFFICERS & COMMITTEEMAN/WOMAN must circulate within their own voting district.
6. A person signing the petition **MUST** be of the same party that is designated on the front of the petition.
7. **A person signing the petition must sign his/her name ONLY.** A wife cannot sign for her husband or visa-versa, nor for other members of the family or friends.
Numbers may be used for date (2-13-07). **Ditto Marks (") NOT** acceptable.
8. **CIRCULATORS** must be of the **DESIGNATED PARTY** and **RESIDE** within the boundaries of that petition. Individuals that are cross filing can circulate the petition of his/her party **ONLY**. * Someone of the opposite party must circulate the opposite party petition.

***EXCEPTION** - Judge of the Court of Common Pleas & District Judge **Candidates** may circulate **BOTH** Democratic & Republican petitions, but **MUST** reside within the boundaries of that petition. Signers must be of party designated on front of petition.
9. **ALL NOTARY** work must be completed on the back of the petition, if the signer in that area to be notarized cannot be present when the petition is presented to this office. These petitions **will not** be accepted until complete as required.
Petitions that are already notarized are greatly appreciated, but can be notarized in the election office.
10. **STATEMENT OF FINANCIAL INTEREST** must be affixed to petition at time of filing. Petitions presented without a copy of the Statement of Financial Interest cannot be accepted. The **ORIGINAL COPY** must be presented to the governing authority of the political subdivision in which you are a Candidate.
11. **AFFIDAVIT OF CIRCULATOR** to be completed by the person circulating the petition, be it the Candidate or another individual.
Candidates filing more than one petition sheet must have the Affidavit of Circulator completed on **each** sheet.
12. **CANDIDATES AFFIDAVIT AND LOYALTY OATH** must be completed. If filing more than one sheet, only **ONE** Affidavit need be completed. Do the **last** petition sheet.
13. **WAIVER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT** - to be completed **IF YOU DO NOT INTEND TO FORM A COMMITTEE, RECEIVE CONTRIBUTIONS OR MAKE EXPENDITURES IN EXCESS OF \$250 DURING ANY FILING PERIOD.** However, if you do exceed the \$250 in contributions or expenditures for an Expense Period, you are expected to file for that period, **ONLY**. If filing more than one sheet, only one Affidavit need be completed. Do the **last** petition sheet.
NOTE: If a Committee is formed, you must register with this office before receiving contributions or making expenditures as a committee. Both the Candidate AND Committee must file expense reports.
14. **FILING FEES** must be paid by **certified check, money order or cash ONLY.** (No personal checks). Filing Fees **WILL NOT** be refunded for ANY reason (including Candidate withdrawal).
15. **INFORMATION FLAP** at bottom of page must be completed. Information **MUST BE LEGIBLE**. In area of Petition: **"To Have Name Of"** is for you to designate how you wish your name to appear on the ballot. Needed on **last** petition sheet, **ONLY**.

A **Nickname** that is a derivative of your given name **IS** acceptable - such as "Mike" for Michael.

A **Nickname** such as "Butch" **WILL NOT** be accepted without your given name being used.

Titles such as Doctor or Esquire **CANNOT** be used.

FILING PETITIONS

2013 OFFICES IN BOLD PRINT

<u>OFFICE</u>	<u>NUMBER OF SIGNATURES</u>	<u>FEES</u>
ERIE COUNTY (3rd Class County)		
COMMON PLEAS	250 (X FILE)	\$100.00
COUNTY EXECUTIVE	250	100.00
COUNTY CONTROLLER	250	100.00
CLERK OF COURTS	250	100.00
DISTRICT ATTORNEY	250	100.00
SHERIFF	250	100.00
CORONER	250	100.00
COUNTY COUNCIL	10	10.00
DIST. 1, 2, 3, 4, 5, 6 & 7		

ERIE & CORRY (3rd Class Cities)

MAYOR	100	\$ 25.00
CITY CONTROLLER	100	25.00
CITY TREASURER	100	25.00
CITY COUNCIL	100	25.00
SCHOOL DIRECTORS	100 (X FILE)	NO FEE
*DISTRICT JUDGE	100 (X FILE)	50.00
CONSTABLES	10	10.00

BOROUGHES (2nd Class)

MAYOR	10	NO FEE
BORO COUNCIL	10	NO FEE
TAX COLLECTOR	10	NO FEE
BORO AUDITOR	10	NO FEE
SCHOOL DIRECTORS	10 (X FILE)	NO FEE
*DISTRICT JUDGE	100 (X FILE)	\$ 50.00
CONSTABLES	10	10.00

**LAWRENCE PARK
TOWNSHIP**

ONLY 1st Class Township

TOWNSHIP COMMISSIONER	10	NO FEE
TOWNSHIP TREASURER	10	NO FEE
SCHOOL DIRECTORS	10 (X FILE)	NO FEE
*DISTRICT JUDGE	100 (X FILE)	50.00
CONSTABLES	10	10.00

TOWNSHIPS (2nd Class)

TOWNSHIP SUPERVISOR	10	NO FEE
TAX COLLECTOR	10	NO FEE
TOWNSHIP AUDITOR	10	NO FEE
SCHOOL DIRECTORS	10 (X FILE)	NO FEE
*DISTRICT JUDGE	100 (X FILE)	50.00
CONSTABLES	10	10.00

*JUDGE OF ELECTION	10	NO FEE
*INSPECTOR OF ELECTION	5	NO FEE
*COMMITTEEMAN/WOMAN	10	NO FEE

*NOTE: "Statement of Financial Interest" NOT REQUIRED - DISTRICT JUDGE (Incumbents only)

ALL OFFICES are 4 years EXCEPT District Judge, Constable, Township Supervisor & Auditor which are 6 years.

CROSS FILING ONLY: JUDGE OF THE COURT OF COMMON PLEAS, DISTRICT JUDGES AND SCHOOL DIRECTORS. COURT OF COMMON PLEAS & DISTRICT JUDGES **ONLY**, CAN CIRCULATE **BOTH** PARTY PETITIONS.

EXPENSE REPORT FILING DATES FOR 2013

<u>DUE DATE</u>	<u>COMPLETE AS OF</u>	<u>TYPE REPORT</u>
April 9	April 1	*6th Tuesday Pre-Primary
May 10	May 6	2nd Friday Pre-Primary
June 20	June 10	30 Day Post-Primary
September 24	September 16	*6th Tuesday Pre-Election
October 25	October 21	2nd Friday Pre-Election
December 5	November 25	30 Day Post-Election
January 31, 2014	December 31	2013 Annual Report

*Only statewide candidates and committees supporting statewide candidates.

****NOTE:** Postmarks are acceptable as proof of timely filing where report is postmarked by the U.S. Postal Service no later than the day prior to the filing deadline.

There is a late candidate filing penalty of \$20 each day for the first six work days and \$10 a day after that with a maximum penalty of \$250. Penalty is the same for a committee not filed timely.

