

# STATE BOARD OF ELECTIONS

TO: POTENTIAL CANDIDATES  
FROM: STATE BOARD OF ELECTIONS  
SUBJECT: SPECIAL CONGRESSIONAL PETITION FILING INSTRUCTIONS  
DATE: JANUARY 2009

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Enclosed are the following forms, which are prescribed by Illinois Law and/or required by the State Board of Elections.

- 1. Notice To Candidates Who Have Changed Names**  
P.A. 94-1090, effective June 1, 2007 mandates certain action by candidates who have changed names within three years before the last day for filing petitions. Please refer to form [SBE No. P-28](#).
- 2. [Data Entry Card](#)\*** (For SBE office use only)  
Complete the appropriate sections but **do not bind with the petition**. A line has been provided for the candidate to list (optional) his/her campaign website address. The Board's website will provide links to the websites of candidates who provide this information.
- 3. Nominating Petitions\***  
Established Party - [SBE No. P-11](#)  
Independent - [SBE No. P-3](#)  
New Party - [SBE No. P-8](#)
- 4. Statement of Candidacy\***  
Established Party - [SBE No. P-1](#)  
Independent - [SBE No. P-1B](#)  
New Party - [SBE No. P-1D](#)

***\* The Candidate's name should appear in the same form on the Data Entry Card, Petition Sheets, and the Statement of Candidacy. The Board will certify every candidate's name as it appears on page #1 of the petition. Please see 10 ILCS 5/7-17, 8-8.1 and 10-5.1 for information on designation of names on petitions or nomination papers.***

Please be advised that petitions are subject to legal challenge by objectors.

You are strongly advised to obtain legal advice on the following subjects: (1) your legal qualifications for office; (2) the proper method for completing the petition forms with respect to the office; (3) the minimum number of signatures required; and (4) the qualifications of the signers and circulators, etc. **The State Board of Elections does not provide legal advice to candidates.**

5. **Loyalty Oath** (optional)  
[SBE No. P-1C](#)
6. **[Code of Fair Campaign Practices](#)** (optional)  
If you plan to file this statement, **DO NOT** bind this document with your petitions. Please submit it separately at the time of filing.
7. **Certificate of Deletions**  
In order to delete signatures, established party candidates must file form [SBE No. P-2A](#). Independent candidates must file both the [SBE No. P-2A and P-2B](#) forms. Only the person circulating the petition, or the candidate on whose behalf the petition is circulated, may strike any signature from the petition.

## OFFICE HOURS

**Nominating petitions may only be filed with the Board's Principal Office in Springfield.** The Principal Board office will be open **Monday - Friday** during the petition filing period from 8:00 a.m. through 5:00 p.m. On the first day of filing, anyone who is in line as of 8:00 a.m., as well as those petitions received in **the first mail delivery\***, will be deemed filed at 8:00 a.m. and are eligible for any lottery for ballot position.

\* Individuals who wish to mail petitions and want to qualify for the 8:00 a.m. lottery must use the U. S. Postal Service and must address petitions to the State Board of Elections, P.O. Box 4187, Springfield, IL 62708. Mail is not delivered to the principal office street address until the afternoon and petitions sent to the street address do not qualify for the lottery. Petitions sent by delivery services other than the U.S. Postal Service do not qualify for the lottery.

**FILING CLOSES AT 5:00 P.M. ON THE LAST DAY OF FILING AND THE PETITIONS MUST BE TIME STAMPED BY 5:00 P.M. IT IS NOT SUFFICIENT TO BE IN LINE AT 5:00 P.M. NO PETITION WILL BE ACCEPTED AFTER 5:00 P.M. EVEN IF THE INDIVIDUAL IS IN LINE FOR PROCESSING**

## FILING PERIODS

**JANUARY 12 - 19, 2009 (Republican, Democratic & Green Party Candidates)**

**JANUARY 20 - 27, 2009 (Independent & New Party Candidates)**

Representative in Congress (5<sup>th</sup> Congressional District)

## PETITION COPY REQUESTS

Petition copy charges are \$.25 per sheet. Payment must accompany the request. No copies will be made until full payment is made either in the Springfield or Chicago office of the Board (in person or by mail). The Board accepts **only** cash or checks for payment of petition copy requests.

## OBJECTIONS

Objections may be filed in either the Springfield or Chicago office of the State Board of Elections. Under the provisions of 10 ILCS 5/10-8, individuals who wish to file an objection to a candidate's nominating petition must file **BOTH** an original **plus** one copy. Board staff will not make copies of objection petitions for filers.

Potential objectors are cautioned that all objections must be **FILE STAMPED NO LATER THAN 5:00 P.M.** on the last day to file objections (5 business days following the last day to file nominating petitions). Please plan accordingly. ***NO OBJECTION FILING WILL BE ACCEPTED AFTER 5:00 P.M., EVEN IF THE OBJECTOR IS IN LINE FOR PROCESSING.***

## OBJECTION FILING DATES

January 20, 21, 22, 23 & 26, 2009	January 12 - 19, 2009 filing period
January 28, 29, 30, February 2 & 3, 2009	January 20 - 27, 2009 filing period

## DEADLINE TO WITHDRAW

January 26, 2009	January 12 - 19, 2009 filing period
March 10, 2009	January 20 - 27, 2009 filing period

## BALLOT FORFEITURE

The Illinois Campaign Disclosure Act states that any candidate who owes a fine to the State Board of Elections cannot appear on an election ballot. ***Therefore, the name of any candidate whose committee has an outstanding assessment not paid by 10:30 a.m. on January 26, 2009 will not be certified for the March 3, 2009 Special General Primary Election ballot. The name of any candidate whose committee has an outstanding assessment not paid by 10:30 a.m. on March 10, 2009 will not be certified for the April 7, 2009 Special General Election ballot.***