

# STATE BOARD OF ELECTIONS

**TO: POTENTIAL CANDIDATES (Established Party)**  
**FROM: STATE BOARD OF ELECTIONS**  
**SUBJECT: PETITION FILING INSTRUCTIONS**  
**DATE: August 2011**

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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.**

The following forms are prescribed by Illinois Law and/or required by the State Board of Elections and are also available for download from our website at [www.elections.il.gov](http://www.elections.il.gov). To locate these forms, select "Candidates" from the header bar, then select "Running for Office" from the options in the center column. Click on "Signature Requirements and Forms" and then select the link for the office that you are running for.

1. **Notice To Candidates Who Have Changed Names**  
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. Each set of petitions must be accompanied by a Data Entry Card. **If the petition includes more than one candidate, complete a separate Data Entry Card for each candidate.**
3. **Statement of Candidacy\***
4. **Loyalty Oath** (optional)
5. **Statement of Economic Interests** (if applicable – **does not** apply to Federal offices or political party offices)  
A receipt indicating that the Statement has been filed with the Office of the

Secretary of State, Index Department, 111 E. Monroe, Springfield, IL 62756, 217/782-7017, must be filed no later than **5:00 p.m. on the last day to file petitions with the State Board of Elections.**

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. **Nominating Petitions\***  
The packet contains 5 original petition sheets. Duplication of these sheets is permitted **prior** to circulation.

**\* 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.**

8. **Certificate of Deletions**  
In order to delete signatures, established party candidates must file form SBE No. P-2A. 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. In the past, several hundred petition filers have been present for the first day of filing. The number of filers, their level of preparedness, and other factors will affect the time required for the filing process (which may take several hours). Please keep this in mind and be aware of the time element when making travel plans. Further, the filing line always extends outside of the building and onto the sidewalk, so you should dress appropriately for the weather outside. If a filer is in line as of 8:00 a.m. on the first day of filing, but the petition is not ready to be filed as of the time of processing the last other filer in line as 8:00 a.m., then the petition will be deemed filed at the actual time of its filing (not as of 8:00 a.m.) and the candidate will not be eligible for the ballot position lottery.

\* 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.

In accordance with 10 ILCS 5/7-1 et seq., 8-1 et seq., and 10-1 et seq., petitions for any Federal, State, Congressional, Legislative, Representative, Judicial District, Circuit or Subcircuit, or any division or district greater than one county must be filed with the **principal office** of the State Board of Elections, 1020 South Spring, Springfield, Illinois.

**FILING CLOSURES 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. PLEASE ALLOW EXTRA TIME FOR TRAVEL AND THE POSSIBILITY OF A LINE ON THE FINAL AFTERNOON OF FILING.**

## **FILING PERIODS**

**NOVEMBER 28 - DECEMBER 5, 2011  
(First day to circulate - September 6, 2011)**

Representative in Congress (all 18 districts)  
State Senator (all 59 districts)  
Representative in the General Assembly (all 118 districts)  
Prairie Dupont Levee & Sanitary District  
Regional Superintendent of Schools, Multi-County Regions (Vacancies)

## **PETITION COPY REQUESTS**

Board staff will begin accepting requests for petition copies and/or CD's starting at 3:00 p.m. on the first day of each filing period. The Board accepts cash, checks or credit cards (American Express, Discover or MasterCard). No copies will be made until full payment is made either to the Springfield or Chicago office of the State Board.

## **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. For objections which will be heard by an electoral board other than the State Board of Elections, it is requested (but not mandatory) that two copies of the objection be filed along with the original objection.

Historically, the Board's offices receive numerous objection filings on the last day to file. 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 PRIOR TO 5:00 P.M.**

## **OBJECTION FILING DATES**

Nov. 28 - Dec. 5, 2011 petition filing	Dec. 6, 7, 8, 9 & 12, 2011 objection filing
Dec. 19 - 27, 2011 petition filing	Dec. 28, 29, 30, 2011, Jan. 3 & 4, 2012 objection filing

## **DEADLINE TO WITHDRAW FROM INCOMPATIBLE OFFICES**

Nov. 28 - Dec. 5, 2011 petition filing	Dec. 12, 2011
Dec. 19 - 27, 2011 petition filing	Jan. 4, 2012

## **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 12, 2012 will not be certified for the March 20, 2012 General Primary Election ballot. The name of any candidate whose committee has an outstanding assessment not paid by 10:30 a.m. on August 24, 2012 will not be certified for the November 6, 2012 General Election ballot. (10 ILCS 5/9-30)**