

**CANDIDATE FILING CHECKLIST FOR CITY CLERKS  
NOVEMBER 3, 2020**

**PRIOR TO CANDIDATE FILING:**

- Reviewed Secretary of State's Ballot Designation Regulations.

**STEP 1:**

- Verified candidate's registration.
- Issued nomination papers.

**STEP 2:**

- Nomination papers filed.
- Ballot Designation Worksheet filed.
- Candidate's Statement filed, if applicable.

**STEP 3:**

- Emailed nomination signatures to Registrar of Voters' office.
- Emailed Ballot Designation Worksheet to Registrar of Voters' office.
- Emailed Affidavit of Nominee and Oath or Affirmation of Allegiance to Registrar of Voters' office.
- Emailed Candidates' Statement in Word and PDF format to Registrar of Voters' office.

**STEP 4:**

- Received email from Registrar of Voters' office with formatted Candidate's Statement for approval.
- Reviewed, signed and returned Candidate's Statement to Registrar of Voters' office, within 5 days.
- Reviewed, signed and returned proof of Candidates' Statements Page Layout to Registrar of Voters' office.

**STEP 5:**

- Reviewed, signed and returned list of Qualified Candidates' Names and Ballot Designations in random order as they will appear on the ballot to the Registrar of Voters' office.
- Verified "Vote for Number" is correct on Ballot.
- Reviewed, signed and returned proof of Ballot Layout to Registrar of Voters' office.