

# Petition Filing Procedures

A decorative graphic consisting of three wavy, overlapping bands in red, white, and blue, flowing from the left side of the page towards the right.

**Robin M. O'Connor**  
**Lake County Clerk**  
**September 2020**  
**[LakeCandidatePower.info](http://LakeCandidatePower.info)**



**The Lake County Clerk's Office is pleased to provide petition packets and this review as a courtesy.**

**Information contained in this presentation is not intended to be legal advice. Please consult your unit's legal counsel on matters of sufficiency or completeness.**

# Spanish Translation of Referenda

- ★ Advisable to include identical Spanish translations for board approval with the English version to facilitate citizen voter input.
- ★ **Spanish translation *must be included* with filing of referenda (Public question and legal notice).**





# Courtesy Petition Packets

- ★ One Master and 5 Copies for Each Type of Petition Packet
- ★ Simultaneous Filer Slips
- ★ Filing Receipt
- ★ D-5 Notice of Obligation
- ★ Certification of Phonetic Spelling
- ★ Courtesy Information on Filing Objections

# Courtesy Petition Packets

- ★ Remind candidates to read all information provided in packet for clarification.
- ★ Offer no legal opinions to candidates.
- ★ Advise candidate/agent:
  - ✧ Offer business cards containing information about “quick links” to our web services.
  - ✧ Refer to dates and deadlines on calendar.





# List of Elected Officials

- ★ Some local units have office holders who move, resign, etc.
- ★ Please confirm current office holders
  - ✧ List included in packets for your reference.
  - ✧ Review, sign, correct if needed, and fax to 847.984.5828
  - ✧ Additional form for use throughout year distributed today.

# Vacancy In Office Notification

**VACANCY IN OFFICE NOTIFICATION**

Unit of Government: \_\_\_\_\_

The following elected official is no longer serving:

Official's Name: \_\_\_\_\_

Office Title: \_\_\_\_\_

Term of Office: \_\_\_\_\_ Term was to expire: \_\_\_\_\_  
(Number of Years) (Year)

Reason for Vacancy

Resignation      Date of Resignation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Death      Date of Death: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other      Reason: \_\_\_\_\_

\_\_\_\_\_

**APPOINTMENT TO FILL VACANCY**

Appointee Name: \_\_\_\_\_

Office Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (Zip Code)

Phone Number: \_\_\_\_\_

Date Appointed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Submitted by: \_\_\_\_\_  
(Signature of Local Election Official/Administrator)

\_\_\_\_\_  
(Title)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Phone Number: \_\_\_\_\_





# State Board of Election Guides

## ★ 2021 Candidate's Guide

✧ Available on SBE website: [www.elections.il.gov](http://www.elections.il.gov)

## ★ 2021 Local Election Officials Handbook

# Packet Information & Signature Requirements

Independent Candidates  
Municipalities  
Filing Information

Courtesy Packet  
Robin M. O'Connor  
Lake County Clerk

## CONSOLIDATED ELECTION – APRIL 6, 2021

MUNICIPAL OFFICES:  
MAYOR PRESIDENT  
CLERK TREASURER  
ALDERMAN TRUSTEE

ELIGIBILITY/RESIDENCY: See Illinois Compiled Statute. (65 ILCS 5/3.1-10-5)

CIRCULATION PERIOD: September 22, 2020 through December 21, 2020. (10 ILCS 5/10-4)

SIGNATURE REQUIREMENTS: See Attached. (10 ILCS 5/10-3)

NOMINATION PAPERS must contain:

- Statement of Candidacy:** CC #P-1B (10 ILCS 5/10-4, 10-5, 10-5.1)  
The Statement of Candidacy form must include, among other requirements, the candidate's name, the candidate's legal address and the office sought. The form of the candidate's name may include his or her given name, initials, or nickname. **Changes cannot be made after the filing of the nomination papers.**
- Petition for Nomination:** CC #P-3 (10 ILCS 5/10-3, 10-4, 10-5.1)  
The form of the candidate's name for inclusion on the ballot will be taken from the first numbered page of the nomination petition. The top of each petition page must include the candidate's name, legal address, title of office, term and district (if applicable). The form of the candidate's name should be the same on every petition for nomination page. The form of the candidate's name may include their given name, initials, or nickname. No degree or title may be used, with the exception of the title "Mrs."  
**Candidates must have the required number of signatures as indicated above.**  
The person circulating the petition for nomination must complete and sign the bottom portion in the presence of a notary. Each petition page must be notarized. The person circulating the petition for nomination may not notarize their own circulator's affidavit and signature. Blank petition pages may be photocopied or additional forms are available from the Municipal Clerk's office. **All petition pages must be the same size (either legal or letter), fastened together and numbered.**
- Statement of Economic Interests:** (5 ILCS 420/4A-105, 420/4A-106; 10 ILCS 5/10-5)  
Required by the Illinois Governmental Ethics Act, this form must be filed with the County Clerk and a receipt issued. The receipt must be filed with the petition papers and the only form that may be added to your petition papers once they have been filed. Filing the receipt later will not change the date or time of the original filing, but it must be filed with the Municipal Clerk's office by close of business on December 21, 2020. A candidate who filed a Statement of Economic Interests for the same unit of government within the calendar year does not need to re-file. **NOTE:** A receipt is not required to accompany nomination papers when the Statement of Economic Interests is already on file with the same officer who accepts the nomination papers.
- Loyalty Oath:** CC #P-1C (optional) (10 ILCS 5/7-10.1)  
If completed, file with nomination papers.
- Certificate of Deletions:** CC #P-2A (10 ILCS 5/7-10, 8-8, 10-3)  
This form is completed by the candidate or circulator deleting a name from the Petition for Nomination. A separate form must be used by each person (candidate or circulator) striking signatures.
- Certificate of Attached List of Deletions:** CC #P-2B (10 ILCS 5/10-3)  
This form summarizes the Certificate of Deletions pages and must be signed by the candidate and all circulators striking signatures.

### FILING DATES AND PROCEDURES: (10 ILCS 5/10-3, 10-6, 10-6.2)

- Nomination papers are filed **Monday, December 14, 2020 through Monday, December 21, 2020, with the Municipal Clerk's office** during normal office hours. Petitions may be filed in person by the candidate or a representative, or by mail. **Nomination papers received in the mail before the first day of the filing period will be returned to the sender as not filed.**
- Nomination papers will be stamped noting the day and hour filed. A receipt is issued to the filer. All petitions filed by persons waiting in line at the opening of normal office hours on the first day of filing, **December 14, 2020**, and those petitions received in the day's first mail delivery are deemed "simultaneously" filed. Two or more petitions filed within the last hour of the filing deadline, **December 21, 2020**, shall be deemed filed simultaneously for last position on the ballot.
- Candidates for established political parties appear first on the ballot followed by new political party candidates and finally, by independent candidates. Ballot position within each of these categories is determined by the time of filing. A public lottery determines ballot position when two or more petitions from the same political party are simultaneously filed for the same office. The Municipal Clerk's office will notify candidates involved in the lottery of the time and place the lottery is to be held.

This packet of information is being provided by the Lake County Clerk's office as a courtesy to prospective candidates. Information and suggested forms are also available on the Illinois State Board of Elections website at [www.elections.il.gov](http://www.elections.il.gov). It is important to note that Nominating Petition papers are subject to legal challenge by objectors if improperly completed. The Electoral Board, chaired by the Clerk, holds hearings to consider and resolve these objections. However, please be advised that the Clerk and staff are not able to provide legal opinions to individuals regarding their petition papers. Prospective candidates are encouraged to consult their own legal advisors on questions related to qualifications for office, preparation of petition papers, circulator requirements, signature requirements, etc., because once the petition papers are officially filed they cannot be changed or amended.

## CONSOLIDATED ELECTION – APRIL 6, 2021 SIGNATURE REQUIREMENTS: INDEPENDENT CANDIDATES MUNICIPALITIES (10 ILCS 5/10-3)

MUNICIPALITY	OFFICE	MINIMUM SIGNATURES	MAXIMUM SIGNATURES
Antioch	Mayor	56	106
	Trustee	56	106
Bannockburn	President	6	56
	Clerk	6	56
	Trustee	6	56
* Barrington	President	60	110
	Clerk	60	110
	Trustee	60	110
Barrington Hills	President	9	59
	Trustee	9	59
Beach Park	Trustee	21	71
* Buffalo Grove	Trustee	174	277
* Deer Park	President	17	67
	Trustee	17	67
* Deerfield	Mayor	78	128
	Trustee	78	128
* Fox Lake	President	28	78
	Clerk	28	78
	Trustee	28	78
*# Fox River Grove	President	5	55
	Trustee	5	55
Grayslake	Mayor	48	98
	Clerk	48	98
	Trustee	48	98
Green Oaks	President	20	70
	Trustee	20	70

\* Denotes multi-county units of government where signature requirements are based on the total number of votes cast in all counties. "Minimum Signatures" provided here are based on Lake County election results, so please contact the other counties involved to obtain their election results and signature requirements.

\*# Denotes that your unit of government has one or more unexpired terms for this election based on information that your unit of government provided to the Lake County Clerk's office in June 2020.





# Statement of Candidacy

10 ILCS 5/10-4, 10-5, 10-5.1

--- ATTACH TO PETITION ---

Suggested  
Revised August 2020  
CC No. P-1B

## STATEMENT OF CANDIDACY INDEPENDENT

Name _____	Phone _____
Address _____	City _____ Zip _____
Office _____	District _____ Term _____ <small>(if applicable)</small>

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot):

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during the last 3 years) (List date of each name change)

STATE OF ILLINOIS }  
COUNTY OF LAKE } SS.

I, \_\_\_\_\_, being first duly sworn (or affirmed) say that I  
(Candidate's Name)  
reside at \_\_\_\_\_ in the City / Village / Unincorporated Area (circle one)  
(Street Address)  
of \_\_\_\_\_, in the County of \_\_\_\_\_, State of Illinois;  
(If unincorporated, list municipality that provides postal service) (Zip Code)  
that I am a qualified voter therein; that I am a candidate for Election to the office of \_\_\_\_\_  
in \_\_\_\_\_ to be voted upon at the Consolidated Election to be held on the 6<sup>th</sup>  
(City, School, College, or Special District)  
day of April 2021; and that I am legally qualified to hold such office and that I have filed (or will file before the close of the  
petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act, and I hereby  
request that my name be printed upon the official ballot for election to such office.

\_\_\_\_\_  
(Signature of Candidate)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me,  
(Name of Candidate)  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Day) (Month) (Year)

\_\_\_\_\_  
(Signature of Notary Public)

(SEAL)

10 ILCS 5/10-3, 10-4, 10-5.1

X.... BIND HERE ....X

Suggested  
Revised August 2020  
CC No. P-3

**PETITION FOR NOMINATION  
INDEPENDENT CANDIDATE**

We, the undersigned, qualified voters in the \_\_\_\_\_ of \_\_\_\_\_, in the  
(City or Village) (Name of Municipality)  
County of \_\_\_\_\_ and State of Illinois, do hereby petition that the following named person shall be an Independent Candidate  
for Election to the office hereinafter specified to be voted upon at the Consolidated Election to be held on the 6<sup>th</sup> day of April 2021.

Name _____	Phone _____
Address _____	City _____ Zip _____
Office _____	District _____ <small>(If applicable)</small>
<b>*FULL TERM      *UNEXPIRED TERM</b> <small>(Please circle Full Term or Unexpired Term above)</small>	

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot):  
FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during the last 3 years) (List date of each name change)

VOTER SIGNATURE	VOTER PRINTED NAME	STREET ADDRESS OR RR NUMBER	CITY/VILLAGE	COUNTY
1.				Lake, Illinois
2.				Lake, Illinois
3.				Lake, Illinois
4.				Lake, Illinois
5.				Lake, Illinois
6.				Lake, Illinois
7.				Lake, Illinois
8.				Lake, Illinois
9.				Lake, Illinois
10.				Lake, Illinois

STATE OF ILLINOIS }  
COUNTY OF LAKE } SS. I, \_\_\_\_\_, do hereby certify that I reside at  
(Circulator's Name)  
\_\_\_\_\_, in the \_\_\_\_\_ of  
(Street Address) (City or Village or Unincorporated Area)  
\_\_\_\_\_, in the County of \_\_\_\_\_, State of Illinois;  
(If unincorporated, list municipality that provides postal service) (Zip Code)

that I am 18 years of age or older (or I am 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated as above set forth.

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Name of Circulator) (Day) (Month) (Year)  
(Circulator's Signature)

(SEAL) \_\_\_\_\_  
(Signature of Notary Public)

SHEET NO. \_\_\_\_\_

# Petition for Nomination



# Statement of Economic Interests



I-107.8

State of Illinois - For Official Use

**Statement of Economic Interests to be filed with the County Clerk**  
(Type or Print)

Name: \_\_\_\_\_

Each Office or Position of Employment for which this Statement is Filed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Full Post Office Address: \_\_\_\_\_

**GENERAL DIRECTIONS**

The interest (if constructively controlled by the person making the statement) of a spouse or any other party, shall be considered to be the same as the interest of the person making the statement. Campaign receipts shall not be included in this statement. **If more space is needed, please attach supplemental listing.**

- List the name and instrument of ownership in any entity doing business with a unit of local government in relaxation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000 fair market value, or from which dividends in excess of \$1,200 were received during the preceding calendar year: (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand deposit in a financial institution, nor any debt instrument shall be listed.

Business Entity	Instrument of Ownership	Position of Management
_____	_____	_____
_____	_____	_____
_____	_____	_____

- List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor, or served in any advisory capacity, from which income in excess \$1,200 was derived during the preceding calendar year:

Name	Address	Type of Practice
_____	_____	_____
_____	_____	_____
_____	_____	_____

- List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required to file) to each entity from which income exceeding \$5,000 was received for professional services rendered during the preceding calendar year by the person making the statement:

\_\_\_\_\_  
\_\_\_\_\_

I-107.8

State of Illinois - For Official Use

- List the identity (including the address or legal description of real estate) of any capital asset from which a capital gain of \$5,000 or more was realized during the preceding calendar year.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year, if the ownership interest of the person filing is in excess of \$5,000 fair market value at the time of filing, or if income or dividends in excess of \$1,200 were received by the person filing from the entity during the preceding calendar year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- List the name of any entity doing business with a unit of local government in relation to which the person is required to file, from which income in excess of \$1,200 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity: (No time or demand deposit in a financial institution nor any debt instrument need be listed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- List the name of any unit of government that employed the person making the statement during the preceding calendar year, other than the unit or units of government in relation to which the person is required to file:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- List the name of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500, was received during the preceding calendar year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

I declare that this Statement of Economic Interests (including any accompanying scheduled and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my economic interests and required by the Illinois Governmental Ethics Act. I understand that the penalty for willfully filing a false or incomplete statement shall be a fine not to exceed \$1,000, or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment.

\_\_\_\_\_  
(Signature of Person Making Statement)

\_\_\_\_\_  
(Date)

# Optional Loyalty Oath

-- ATTACH TO PETITION --

10 ILCS 5/7-10.1

Suggested  
Revised July 2004  
CC No. P-1C

## LOYALTY OATH (Optional)

United States of America }  
State of Illinois } SS.

I, \_\_\_\_\_, do swear (or affirm), that I am a Citizen of the United States and the State of Illinois, that I am not affiliated directly or indirectly with any communist organization or any communist front organization, or any foreign political agency, party, organization or government which advocates the overthrow of constitutional government by force or other means not permitted under the Constitution of the United State or the Constitution of this State; that I do not directly or indirectly teach or advocate the overthrow of the government of the United States or of this State or any unlawful change in the form of the governments thereof by force or any unlawful means.

\_\_\_\_\_  
(Signature of Candidate)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me,  
(Name of Candidate)

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Day) (Month) (Year)

\_\_\_\_\_  
(Signature of Notary Public)

(SEAL)



# ISSUING PETITION PACKETS





# Issuing Petition Packets

- ★ Suggest issuing just prior to first day for circulation
- ★ Earlier delivery may cause candidates to circulate prematurely and have objection filed to invalidate signatures.
- ★ Circulation period:
  - ✧ **September 22, 2020 – December 21, 2020**

# Issuing Petition Packets

- ★ Packets should be available during regular administrative office hours throughout the period for circulation.
- ★ Offices without regular business hours need to post clear and convenient notice of daily hours for obtaining petition packets.
- ★ Avoid “special” appointments after business hours to avoid appearance of preferential treatment.



# Issuing Petition Packets

- ★ State law does not require individuals requesting petition packets to supply their name or name of candidate they represent nor office sought.
- ★ Maintaining record of candidates receiving packets may assist in notifying of future legal developments or requirements.
- ★ It is the candidate's option to provide their contact information when receiving a packet.

# Issuing Petition Packets

- ★ Inform candidates of offices available for election, noting any unexpired terms.
- ★ Note situations where three candidates file for full term but only two full term seats and one unexpired seat are up for election.
- ★ Unexpired terms – CCO verifies but unit vacancy may occur after we verify.
- ★ Check your records carefully – use the form to update the list of current officials.



# FILING PROCEDURES





# Filing Period

- ★ Communicate dates and hours through legal notices, press releases, website and any e-news or printed newsletter your district provides.
- ★ First day to file: **December 14, 2020**
- ★ Last day to file: **December 21, 2020**
- ★ 10 ILCS 5/1-4 states “the office in which petition must be filed shall remain open for the receipt of such petitions until 5 p.m. on the last day of the filing period.”

# Filing Procedures

- ★ Nomination papers are filed with local election official, the office where petition packets made available.
  - ✧ Exception: School Boards and Regional Office of Education file with the County Clerk
- ★ Candidate nomination papers include:
  - ✧ Statement of Candidacy
  - ✧ Petition pages for voter's signatures
  - ✧ Receipt – Proof SEI was filed
  - ✧ *Optional Loyalty Oath Form*



# Statement of Economic Interest

- ★ Original SEI form *must* be filed with County Clerk. A receipt is issued to candidate to file with nomination papers.
- ★ Candidates may file SEI forms and print receipt online at [LakeCountyClerk.info](http://LakeCountyClerk.info)
- ★ In multi-county districts, candidates file SEI form with county clerk in county where district office is located.

# Statement of Economic Interest

- ★ SEI receipt must be for same unit of government as office seeking.
- ★ Example, school district SEI filing receipt cannot be used for nominating papers for municipal office.
- ★ If on zoning board and have SEI for village, no need to file new one to seek trustee.





# Statement of Economic Interest

- ★ Date stamp on previous SEI filing receipt must be for same calendar year as filing period.
- ★ Nominating papers must be complete. Only receipt for SEI filing can be added to nomination papers after time of filing.
- ★ SEI receipt can be added up to 5 p.m. on the last day to file nominating papers.

# Apparent Conformity

- ★ Special standard called “apparent conformity” established by circuit court opinion in the 19<sup>th</sup> Judicial Circuit, which includes Lake County.
- ★ At time of filing, nominating papers required to be reviewed for six elements.
- ★ Lake County Clerk’s office accepts all nominating papers, noting on filing receipt “yes” or “no” for each apparent conformity element reviewed.



# Apparent Conformity Elements

- ★ Statement of Candidacy?
- ★ Nominating papers fastened together in secure manner?
- ★ Petition pages consecutively numbered?
- ★ Petition pages have required signatures?
- ★ Nomination papers notarized and signed where required?
- ★ Receipt for *Statement of Economic Interests*?
  - ✧ May be added no later than by close of business on last day to file.

# Overview of Filing Receipt

## RECEIPT FOR FILING PETITION & STATEMENT OF CANDIDACY

This certifies that:

Candidate Name	
Phonetic Spelling of Candidate's Name	
Address	
City, State, Zip	
Telephone	
Office	

has filed this Petition & Statement of Candidacy in the Office of

\_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_  
(Time) (Date)

for the **April 6, 2021 Consolidated Election.**

**SIMULTANEOUS FILER**

**Y N**

**Check one of the following:**

\_\_\_\_\_ A 2020 Statement of Economic Interests receipt has been filed.

\_\_\_\_\_ A 2020 Statement of Economic Interests receipt has **not** been filed. A receipt may be added to the nomination papers (and is the only item that may be added) before the end of the filing period, **5:00 PM** on December 21, 2020.

**Check one of the following:**

\_\_\_\_\_ Candidate has received a Notice of Obligation.

\_\_\_\_\_ Papers filed by a Candidate's Representative. **A Notice of Obligation will be mailed.**

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Candidate's Representative Signature

\_\_\_\_\_  
Sworn Deputy

### FOR LOCAL ELECTION OFFICIAL USE

It is the responsibility of the local election official to review a candidate's nominating papers for "apparent conformity." It is recommended that the following items be checked before accepting any nominating papers:

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of Candidacy  |
| <input type="checkbox"/> | <input type="checkbox"/> | Petitions are neatly fastened together at one edge in a secure manner, not pasted or taped to form a continuous strip or roll |
| <input type="checkbox"/> | <input type="checkbox"/> | Required number of signatures   |
| <input type="checkbox"/> | <input type="checkbox"/> | Petition pages are numbered   |
| <input type="checkbox"/> | <input type="checkbox"/> | Notary seal & signature where required  |





# Complete Filing Receipt

- ★ Record candidate's name as listed on first petition page signed by voters.
- ★ Record phonetic spelling of candidate's name, if uncommon name or pronunciation. Needed for audio ballots required by Help America Vote Act (HAVA).
- ★ Record candidate's address, telephone number and office sought.
- ★ Complete time and date filed.
- ★ On first and last day to file, mark if candidate is simultaneous filer.

# Complete Filing Receipt

- ★ Note whether receipt for *Statement of Economic Interest* is included.
- ★ Record if candidate received a *Notice of Obligation (D-5)*.  
Mail if agent files.
- ★ Review nomination papers for apparent conformity, marking applicable boxes.
- ★ Have filer review entire receipt and sign.
- ★ Avoid legal advice; if filer uncertain, may stop process and file later.



# Complete Petition Filing

- ★ After candidate/agent signs receipt, date stamp each page.
- ★ On first page, initial and record time filing completed (usually *Statement of Candidacy*).
- ★ Issue candidate the *D-5 Notice of Obligation* and duplicate receipt.
- ★ If agent files, mail the *D-5 Notice of Obligation* and duplicate receipt to candidate for signature.
- ★ County Clerk accepts filings not meeting apparent conformity with deficiencies listed on receipt.

# Notice of Obligation (D-5)

## D-5 NOTICE OF OBLIGATION

TO: All Candidates for Nomination, Election or Retention to Public Office and for Questions of Public Policy

This letter is to officially notify you of your filing obligation under Article 9 of the Election Code (An Act to Regulate Campaign Financing).

**ALL CAMPAIGN DISCLOSURE DOCUMENTS, INCLUDING THE D-1 STATEMENT OF ORGANIZATION, MUST BE FILED WITH THE STATE BOARD OF ELECTIONS ONLY.**

The Act requires a political committee to file a form D-1, Statement of Organization, within 10 business days of the creation of such committee, except any political committee created within the 30 days before an election must file a Statement of Organization within 2 business days. Required forms and A Guide to Campaign Disclosure are available from the Board offices and online. Failure to file or late filing of a Statement of Organization will result in a civil penalty being imposed by the Board.

Committees who must file fall within five categories: Candidate Political Committee, Political Party Committee, Political Action Committee, Ballot Initiative Committee, or Independent Expenditure Committee.

**10 ILCS 5/9-1.8 Political Committees**

**Candidate Political Committee:** means the candidate himself or herself or any natural person, trust, partnership, corporation, or other organization or group of persons designated by the candidate that accepts contributions or makes expenditures during any 12 month period in an aggregate amount exceeding \$5000 on behalf of the candidate.

**Political Party Committee:** means the State central committee of a political party, a county central committee of a political party, a legislative caucus committee, or a committee formed by a ward or township committeeman of a political party. A legislative caucus committee means a committee established for the purpose of electing candidates to the General Assembly by the person elected President of the Senate, Minority Leader of the Senate, Speaker of the House of Representatives, Minority Leader of the House of Representatives, or a committee established by 5 or more members of the same caucus of the Senate or 10 or more members of the same caucus of the House of Representatives.

**Political Action Committee:** means any natural person, trust, partnership, committee, association, corporation, or other organization or group of persons, other than a candidate, political party, candidate political committee, or political party committee, that accepts contributions or makes expenditures during any 12 month period in an aggregate amount exceeding \$5000 on behalf of or in opposition to a candidate or candidates for political office. Political Action Committee includes any natural person, trust, partnership, committee, association, corporation, or other organization or group of persons, other than a candidate, political party, candidate political committee, or political party committee, that makes electioneering communications during any 12 month period in an aggregate amount exceeding \$5000 related to any candidate or candidates for public office.

**Ballot Initiative Committee:** means any natural person, trust, partnership, committee, association, corporation, or other organization or group of persons that accepts contributions or makes expenditures during any 12 month period in an aggregate amount exceeding \$5000 in support of or in opposition to any question of public policy to be submitted to the electors. Ballot initiative committee includes any natural person, trust, partnership, committee, association, corporation, or other organization or group of persons that makes electioneering communications during any 12 month period in an aggregate amount exceeding \$5000 related to any question of public policy to be submitted to the voters. The \$5000 threshold applies to any contributions or expenditures received or made with the purpose of securing a place on the ballot for, advocating the defeat or passage of, or engaging in electioneering communication regarding the question of public policy, regardless of the method of initiation of the question of public policy and regardless of whether petitions have been circulated or filed with the appropriate office or whether the question has been adopted and certified by the governing body.

**Independent Expenditure Committee:** means any trust, partnership, committee, association, corporation, or other organization or group of persons formed for the exclusive purpose of making independent expenditures during any 12-month period in an aggregate amount exceeding \$5000 in support of or in opposition to (i) the nomination for election, election, retention, or defeat of any public official or candidate or (ii) any question of public policy to be submitted to the electors. "Independent expenditure committee" also includes any trust, partnership, committee, association, corporation, or other organization or group of persons that makes electioneering communications that are not made in connection, consultation, or concert with or at the request or suggestion of a public official or candidate, a public official's or candidate's designated political committee or campaign, or an agent or agents of the public official, candidate, or political committee or campaign during any 12-month period in an aggregate amount exceeding \$5000 related to (i) the nomination for election, election, retention, or defeat of any public official or candidate or (ii) any question of public policy to be submitted to the voters.



# SIMULTANEOUS PETITION FILING





# Simultaneous Filing

- ★ May occur on first or last day of filing.
- ★ Occurs only if:
  - ✧ Two or more persons in line at opening of business file for same office, or
  - ✧ Filing papers received in the first mail on the first day to file for the same office (deemed as standing in line at opening),
  - ✧ Two or more petitions filed for same office within last hour of filing deadline.
- ★ Suggest distributing “Simultaneous Filer” slips to those in line prior to opening.

# Simultaneous Filer

<b>CONSOLIDATED ELECTION</b> <b>04/06/2021</b> <b>SIMULTANEOUS FILER</b>	<b>CONSOLIDATED ELECTION</b> <b>04/06/2021</b> <b>SIMULTANEOUS FILER</b>
<b>CONSOLIDATED ELECTION</b> <b>04/06/2021</b> <b>SIMULTANEOUS FILER</b>	<b>CONSOLIDATED ELECTION</b> <b>04/06/2021</b> <b>SIMULTANEOUS FILER</b>
<b>CONSOLIDATED ELECTION</b> <b>04/06/2021</b> <b>SIMULTANEOUS FILER</b>	<b>CONSOLIDATED ELECTION</b> <b>04/06/2021</b> <b>SIMULTANEOUS FILER</b>



# Simultaneous Filing

- ★ If simultaneous filings occur, a lottery is required.
  - ✧ (10 ILCS 5/10-6.2)
- ★ Lottery procedures available in SBE Local Election Officials Guide.
- ★ Legal notice to candidates is required within a short time period.
- ★ Lottery must occur within 9 days after last day of filing.

# Simultaneous Filer Lottery

- ★ Suggest establishing lottery date prior to first day for filing in order to meet requirement of nine days after filing deadline.
- ★ Include lottery legal notice with candidate filing receipts.
- ★ If agent files, promptly mail receipt, *D-5 Notice of Obligation* and lottery notice information to candidate.
- ★ Candidates must receive 7 days prior written notice of time and place for lottery.





# New Political Parties

- ★ New political parties do not pertain to nonpartisan elections for school, library, park or fire districts.
- ★ New political parties are not required to have a complete slate of candidates.
- ★ New Political Parties required to file *Certificate of Officers* form with nomination papers or forfeits future right to fill vacancies in nomination.

**CERTIFICATION OF OFFICERS  
AUTHORIZED TO FILL VACANCIES IN NOMINATION  
FOR A NEW POLITICAL PARTY**

We, the undersigned, duly certify that the persons whose names and addresses area listed below are the designated officers of the \_\_\_\_\_ who are authorized to fill vacancies in nomination pursuant to 10 ILCS 5/10-11.  
(Name of New Political Party)

_____ Name and Title	_____ Name and Title
_____ Address	_____ Address
_____ City	_____ City
_____ Zip Code	_____ Zip Code

_____ Name and Title	_____ Name and Title
_____ Address	_____ Address
_____ City	_____ City
_____ Zip Code	_____ Zip Code

_____ Name and Title	_____ Name and Title
_____ Address	_____ Address
_____ City	_____ City
_____ Zip Code	_____ Zip Code

Signed: \_\_\_\_\_  
(Chairman)

Attest: \_\_\_\_\_  
(Secretary)

*(Use additional sheets if necessary)*

**NOTE:** A new political party petition shall have attached thereto a certificate stating the names and addresses of the party officers authorized to fill vacancies in nomination. Failure to file this form results in the party forfeiting the right to fill vacancies. It does not alone invalidate the petition.

# Certificate to Fill Vacancies in Nomination



# Ballot Order

- ★ Municipal/Township office ballot order set by statute.
  - ✧ Established parties
  - ✧ New Political Parties
  - ✧ Independent Candidates
    - ★ Exception of Highland Park and Zion where all candidates are Nonpartisan.
- ★ School, Library, Park and Fire Protection District candidates run as nonpartisan.
  - ✧ Ballot order for candidates in nonpartisan election is determine by the time a candidate files and/or lottery.

# Certification

- ★ Certify established and new political party candidates on form G-1.
- ★ Independent and nonpartisan candidates certify on form G-1A.
  - ✧ Parks, Libraries, Fire Protection Districts, Highland Park and Zion
- ★ Certification forms and completed examples are included in the packets.





# G-1 Certification Form

### CERTIFICATION OF BALLOT (Party Candidates)

To: **Robin M. O'Connor**, Lake County Clerk, Election Authority

From: \_\_\_\_\_ Local Election Official in and for  
\_\_\_\_\_ in the County of \_\_\_\_\_ and State of Illinois.  
(Political Division)

I, the undersigned Local Election Official in and for the political division aforesaid, do hereby state that this Certification of Ballot, consisting of \_\_\_\_\_ page(s), is a true and correct listing of all offices and candidates, in the order they are to appear on the ballot, to be voted on at the \_\_\_\_\_ Election to be held on \_\_\_\_\_  
(Insert month, day, year)

Dated: \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Local Election Official)  
(SEAL) \_\_\_\_\_  
(Address to which Election Authority shall send canvass results)

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_ Number to be voted for \_\_\_\_\_

PARTY: \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

PARTY: \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_ Number to be voted for \_\_\_\_\_

PARTY: \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

PARTY: \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_ Number to be voted for \_\_\_\_\_

PARTY: \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

PARTY: \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_ Number to be voted for \_\_\_\_\_

PARTY: \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

PARTY: \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_ Number to be voted for \_\_\_\_\_

PARTY: \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

PARTY: \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

NOTE: USE ADDITIONAL SHEETS AS NECESSARY AND ATTACH TO THIS SHEET

CERTIFICATION OF BALLOT

To: **Robin M. O'Connor**, Lake County Clerk, Election Authority

From: \_\_\_\_\_ Local Election Official in and for

\_\_\_\_\_ in the County of \_\_\_\_\_ and State of Illinois.  
(Political Division)

I, the undersigned Local Election Official in and for the political division aforesaid, do hereby state that this Certification of Ballot, consisting of \_\_\_\_\_ page(s), is a true and correct listing of all offices and candidates, in the order they are to appear on the ballot, to be voted on at the \_\_\_\_\_ Election to be held on \_\_\_\_\_.  
(insert month, day, year)

Dated: \_\_\_\_\_, 20\_\_\_\_.  
(insert month, day, year)

\_\_\_\_\_  
(Local Election Official)

(SEAL)

\_\_\_\_\_  
(Address to which election authority shall send canvass results)

Check One:  Independent  Nonpartisan

Office \_\_\_\_\_ District or Ward \_\_\_\_\_  
Term of Office \_\_\_\_\_ Number to be voted for \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Office \_\_\_\_\_ District or Ward \_\_\_\_\_  
Term of Office \_\_\_\_\_ Number to be voted for \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Office \_\_\_\_\_ District or Ward \_\_\_\_\_  
Term of Office \_\_\_\_\_ Number to be voted for \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Office \_\_\_\_\_ District or Ward \_\_\_\_\_  
Term of Office \_\_\_\_\_ Number to be voted for \_\_\_\_\_

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

	Candidate's Name	Residence	City/Zip
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

NOTE: USE ADDITIONAL SHEETS AS NECESSARY AND ATTACH TO THIS SHEET

# G-1A Certification Form





# Certification of Phonetic Spelling

## CERTIFICATION OF PHONETIC SPELLING OF CANDIDATE NAMES

Unit of Government: \_\_\_\_\_

I, the undersigned Local Election Official in and for the political division aforesaid, do hereby state that this certification, consisting of \_\_\_\_\_ page(s), contains true and correct phonetic spellings of all candidates' names, to be voted on at the Consolidated Primary Election to be held on Tuesday, April 6, 2021.

Dated: \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Local Election Official)

(SEAL)

Candidate's Name/Office	Phonetic Spelling of Candidate's Name
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____

# Certification

- ★ **Within five business days** after last day of filing, **please certify candidates to our office.**
- ★ Please type or print names of candidates.
- ★ Required to note any objections pending/sustained on certification form. If known, please include date and time of electoral board hearing.
- ★ Must file amended certification after electoral board issues decisions.





# Public Viewing of Nominating Papers

- ★ Once filed, nominating papers are public documents available for inspection.
  - ✧ No FOIA requirement!
  - ✧ Do not violate citizen right to view papers or file an objection
- ★ Making photocopies of nominating papers avoids “babysitting” viewers.
- ★ Requests to view original documents should be monitored to avoid allegations of tampering or alterations.

# Objections/Electoral Board

- ★ Courtesy information included for distribution to potential objectors. Distribute to those who ask – avoid “promoting” objections.
- ★ Objections filed with local election official – that’s you!  
Each objection must contain an original and two copies **filed no later than December 28, 2020. Post hours if abbreviated after filing ends December 21, 2020.**
- ★ Content of objector’s petitions are subject to hearing review for legal elements – avoid legal advice. Objectors should seek legal counsel if unsure of requirements.





**COURTESY INFORMATION  
FOR RESEARCH ON  
OBJECTIONS TO NOMINATION PAPERS (10ILCS 5/10-8)**

*This packet does not constitute a legal opinion or direction on the completeness or sufficiency of an objector's petition to a candidate's nominating papers.*

**CLERK LEGAL REVIEW PROHIBITED:**

The Clerk serves as the Chair of the Electoral Board, the legal entity that hears objections. Therefore, the Clerk's Office and staff cannot give legal advice as to the legality or completeness of nomination petitions and/or objector's petition. Candidates and Objectors are urged to seek their own legal counsel.

**TIMEFRAME:**

Within 5 business days of the last day to file nomination petitions.

**PLACE TO FILE:**

Objections are filed in the same office in which the original nomination petition papers were filed (i.e. Filed with Clerk, objection filed with Clerk; Filed with State Board of Elections, objection filed with State Board of Elections, etc.). The Objector's Petition shall be filed together with 2 copies thereof. Objection petitions that do not include 2 copies thereof shall not be accepted.

**CONTENTS OF OBJECTOR'S PETITION:**

The objector's petition **shall give the objector's name and residence address** and **shall state fully the nature** of the objections to nomination papers or petitions in question, and **shall state the interest** of the objector and **shall state what relief is requested** of the electoral board.

**The Objector's Name and Address:** Must be properly qualified (i.e. registered voter from the appropriate district).

**Nature of Objection:** State clearly and concisely if issue of fact and/or law; if based on statute, cite provision.

**State Interest of the Objector:** Generally, objector "wishes to see that election laws are upheld and that only properly qualified candidates appear on the ballot."

**Relief Requested:** Generally, to have the candidate's name not appear on the ballot.

**CUSTOMARY FORMAT:**

Objector's petitions customarily have a heading which sets forth the identity of the electoral board, the objector, the candidate, the office sought, and the election in question. It is a common practice for the objector's petition to be verified or sworn to.

**FOR ADDITIONAL INFORMATION CONTACT:**

State Board of Elections  
2329 S. MacArthur Blvd., Springfield, IL 62704  
100 W. Randolph, Suite 14-100, Chicago, IL 60601

www.elections.il.gov  
(217) 782-4141  
(312) 814-6440

# Courtesy Objection Information

# Objection/Electoral Board

- ★ Composition of local electoral boards established in 10 ILCS 5/10-9.
- ★ County electoral board hears objections for school, park, library and fire protection districts.
- ★ Local electoral board hearings may be held at local government offices.
- ★ **Prompt hearings/determinations are required in order to begin countywide ballot printing.**





# Objection/Electoral Board

- ★ Electoral board must reconvene to issue findings in writing.
  - ✧ Legal requirement!
- ★ Candidate or objector has 5 days to file for judicial review by Circuit Court.
- ★ Avoid delays in setting your hearings and meeting to issue rulings in order to prevent countywide delays in the start of voting by mail.

# Write-in Candidates

- ★ Must file *Declaration of Intent to be a Write-In Candidate* form with the Lake County Clerk.
- ★ If multi-county district, file with county clerks/election commission in all counties.
- ★ File no later than 61 days prior to election. (10 ILCS 5/17-16.1)
- ★ Form available for download on County Clerk website at [LakeCandidatePower.info](http://LakeCandidatePower.info)
- ★ Write-in votes counted only for declared write-in candidates.



# Questions?

Have questions or need clarification on procedures?

Contact

Todd Govain at 847.377.2292

Amanda DeRue at 847.377.2314

Thank you for your partnership with the  
Lake County Clerk's office to provide  
Lake County voters accurate and friendly service!