

Petition Check List Prior to Filing

Revised 8/2015

Read and verify the items listed against your petition.

If you conclude that the petition is accurate and sufficient for filing, please sign below.

If the body of a part-petition is incorrect, the Ohio Revised Code does not permit any corrections or additions after the time of filing.

1. Are the **name and address of the candidate**, including zip code, shown on each part petition? Is the name and address the same as on record with the Board of Elections? **(This may not be altered at the time of filing)**
2. Is the **full name of the office sought and term (full term or unexpired term)** clearly marked on each part petition? If the office being sought has more than one term option, is the correct term date listed (All Judicial offices)? **(This may not be altered at the time of filing)**
3. In the body of the petition- Is the candidate's date of signing shown on every part petition? **The date the candidate signed each part petition must be on or before any of the signers' dates.** **(This may not be altered at the time of filing)**
4. Does the **candidate's signature** appear on every part-petition? Only one part petition needs to be an original, the rest may be a copy. The part petition with the original signature should be on top when presenting your petition for filing. **(This may not be altered at the time of filing)**
5. Independent candidates (except Judicial): Have you circled "nonparty candidate", "other-party candidate" or "no designation" on your part petitions?
6. Does each **signer show an address and date** of signing? A signer may use ditto marks for all items, except the signature and printed name columns. The date on the first line of the front and the first line of the back side should have a full date that includes the year. All other lines may be just the month and day or ditto marks. **(This may be corrected only by the circulator prior to filing)**
7. Has the **circulator signed the circulatory statement** on each part petition? The circulator must sign and print the address that they reside at. Every circulatory statement must have an original signature and address - no copies allowed. **(This may be corrected only by the circulator prior to filing)**
8. Has the circulator marked in the circulatory statement on each part petition the **number of signatures** on the part petition? Every circulatory statement must include an original number - no copies allowed. **(This may be corrected only by the circulator prior to filing).**
 - Unless the signature line is clearly crossed off, the line will be considered a signature in the count and must be included in the total number of signatures witnessed.
 - A signature line is considered completed if the name appears on the signature line.
 - If the candidate and/or circulator sign the petition and have not crossed out their name(s), their names must be included in the total number of signatures witnessed. A candidate cannot sign their own petition and a circulator cannot sign the petition they are circulating.

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9. Circulator Clause must include the number of signatures witnessed by the circulator.
- **If the number of signatures reported in the circulator statement is less than** the total number of uncrossed out signature lines submitted on the part-petition, then the Board must reject the entire part-petition.
 - *Example:* The circulator’s statement indicates 20 signatures witnessed, but there are 22 signatures on the petition, none of which were crossed out prior to the petition being filed.
 - **If the number of signatures reported in the circulator statement is equal to or greater than** the total number of signatures not crossed out on the part petition, then the Board does not reject the part-petition because of the inconsistent signature numbers.
 - *Example:* The circulator’s statement indicates that the circulator witnessed 22 signatures, but there are only 20 signatures on the petition.
10. A candidate must file part-petitions with original ink signatures of registered voters. Copies of signatures of registered voters on part-petitions are not allowed.
11. If the petition has an “**Acceptance of Nomination**” statement on the back side, the candidate must date and sign at least one part petition (if required by your municipal charter). However, the date must be on or after all dates of electors of the entire part petition.
(This may be corrected only by the candidate at the time of filing)
12. **East Cleveland: Mayor, Council and Judicial candidates only:** The committee of three on the front of the petition is mandatory. All names must appear on every part petition and must be East Cleveland electors. However, since they are not signatures, the names do not have to appear on the part petitions as original. **(This may not be altered at the time of filing) (See East Cleveland charter for specific requirements)**

Signature of Candidate or Representative

Date