



City of Philadelphia

Office of the City Commissioners

2017 Instructions for Circulating and Filing Nomination Petitions District Attorney and City Controller Only

Nomination Petitions for the offices of District Attorney and City Controller are now available online. The instructions detailed on this document only pertain to Nomination Petitions for District Attorney and City Controller. Nomination Petitions for positions on the Election Board (Judge of Election and Inspector of Election) are only available on paper at the County Board of Elections, City Hall Room 142.

INSTRUCTIONS FOR CIRCULATING NOMINATION PETITIONS

Electronic versions of Nomination Petitions for the offices of District Attorney and City Controller may be obtained by visiting the 'Candidates and Campaigns' section of our website: www.PhiladelphiaVotes.com. **Petitions must be printed on 8 ½" x 11" paper, 2-sided, "Flip on Short Side" (head-to-toe).**

Candidates who do not have access to the internet may visit the County Board of Elections to obtain one Nomination Petition which can be duplicated.

NOTICE: Duplicate Nomination Petitions must be exact copies of the originals (8 ½" x 11" paper, 2-sided, "Flip on Short Side" (head-to-toe)).

1. Prior to Circulation

- a. All blank spaces which appear at the top of Side 1 of each Nomination Petition page must be completed before signatures are obtained. Because Nomination Petitions are generated electronically, these lines will automatically populate on the petition prior to printing.
- b. In the appropriate field on the online form, type the name of the candidate exactly as the candidate wants it to appear on the ballot. A nickname is allowed only if it is a derivative of the legal name.

2. Signers

- a. Signatures may not be obtained until February 14, 2017.
- b. Each signer may sign Nomination Petitions only for as many candidates for each office as they are permitted to vote.
- c. Each signer of a Nomination Petition must be a registered and enrolled elector (registered voter) of Philadelphia County and of the party referred to in the Nomination Petition. (Democratic electors must sign Democratic nomination petitions; Republican electors must sign Republican Nomination Petitions.)
- d. Each signer must personally sign his or her name in the "Signature of Elector" column and print his or her name in the "Printed Name" column. Each signer must also insert his or her address (street and number) in the "Place of Residence" column exactly as it appears on his or her registration affidavit. The elector must also insert the date of signing in the "Date of Signing" column, which may be expressed in words or numbers (e.g., February 20, 2017 or 2/20/17).

3. Circulator's Affidavit

- a. The Circulator's Affidavit on each Nomination Petition page must be signed and notarized after each Nomination Petition page is circulated. Each notarization must include the date of notarization, the notary public's signature, and the official rubber stamp seal. Any person who circulates this Nomination Petition must be a qualified registered elector of Philadelphia County and of the party referred to in the petition. (Note: The part of Section 909 of the Pennsylvania Election Code, 25 P.S. § 2869, that requires the circulator of a Nomination Petition to be a resident of the relevant political district in the petition will not be enforced pursuant to advice received from the Pennsylvania Office of Attorney General in *Villa v. Aichele*, No. 13-cv-06374 [E.D. Pa 2013].)

4. Candidate's Affidavit and Statement of Financial Interest

- a. Candidates must sign and submit one Candidate's Affidavit and a Statement of Financial Interest by the time Nomination Petitions are filed.
- b. Candidate's Affidavits and Statements of Financial Interest are located in the 'Candidates and Campaigns' section of our website or by visiting the County Board of Elections.

5. Filing Fees

- a. Nomination Petitions will not be accepted for filing in the Philadelphia County Board of Elections unless it is accompanied by the proper filing fee paid by certified check or money order payable to the "City of Philadelphia". **Cash will not be accepted.**
- b. The Filing Fee for both offices is \$100.
- c. Filing fees will not be refunded for any reason (including candidate withdrawal).

6. Filing Your Petitions

- a. Please remove all staples from the Nomination Petition. All Nomination Petition pages must be bound together when filed. Please use binder clips.
- b. Nomination Petitions must include page numbers in consecutive order.

Example

A candidate, who files 30 Nomination Petitions, numbers them as follows:

Page 1 of 30, Page 2 of 30, Page 3 of 30.....Page 30 of 30.

Additional Nomination Petitions filed to supplement or add to the original group of filed Nomination Petitions must be numbered in consecutive order from where the first group left off.

Example

A candidate who files an additional 30 Nomination Petitions to supplement the first group of 30 Nomination Petitions, numbers them as follows:

Page 31 of 60, Page 32 of 60, Page 33 of 60.....Page 60 of 60.

Therefore a candidate who files two groups of 30 Nomination Petitions for a total of 60 petitions will have numbered them as follows:

First Group of 30

Page 1 of 30 through Page 30 of 30

Second Group of 30

Page 31 of 60 through Page 60 of 60

- c. Nomination Petitions must be filed with the County Board of Elections, City Hall Room 142, Philadelphia, PA 19107 no later than **5:00 P.M. on March 7, 2017.**

7. Signature Requirements

- a. Candidates for the offices of District Attorney and City Controller are required to submit at least a minimum of 1,000 signatures.

8. Copies of Filed Nomination Petitions

- a. Requests for copies of Nomination Petitions may be made with the County Board of Elections.
- b. Requests will be filled on a first come, first served basis.
- c. The fee for paper copies of Nomination Petitions is \$0.25 per side (\$0.50 per petition). Payment must be made by certified check or money order payable to the "City of Philadelphia". **Cash will not be accepted.**
- d. There is no fee for electronic copies.

9. Ballot Name Change Request and Notice of Withdrawal

- a. If you wish to request a change to the way your name appears on the ballot, you must submit a Ballot Name Change Request Affidavit to the County Board of Elections.
- b. Candidates, who wish to withdraw their candidacy after filing Nomination Petitions, must submit a Notice of Candidate Withdrawal form to the County Board of Elections.
- c. The Affidavit and Notice referenced above (9a and 9b) can be found in the 'Candidates and Campaigns' section of our website or by visiting the County Board of Elections.

Philadelphia County Board of Elections

City Hall, Room 142
1400 John F. Kennedy Blvd
Philadelphia, PA 19107
215-686-3943

Website for the Office of City Commissioners

www.PhiladelphiaVotes.com