

Process after Validating & Filing

Federal, SW & Legislative Nominating Petitions

1. Make sure RECEIVE stamp is on each petition
2. Make sure you have at least one petition sheet with an original signed declaration of candidacy
3. FILE stamp needs to go on first petition (make sure this is the original)
4. Enter candidate into Total Vote - follow Chapter 7: Adding a Candidate in your Total Vote manual and follow these extra steps:
5. When you add a candidate, you will be pulling that candidate's voter registration (VR) record up and you need to make sure to enter the correct information when the candidate's VR Record is up:
 - You must enter the candidate's name in exactly how that candidate has his/her name listed under the declaration of candidacy section on the petition. If he/she uses a period after middle initial you enter the period. If he/she did not place a period after middle initial you do not enter a period.
 - The filing date defaults to today's date - make sure to change the filing date to the date you actually validated/filed the petition.
 - The address that shows up for you is the residence address – you need to change that to the mailing address that is listed on the petition. The majority of times the residence address and mailing address on the petition are the same.
 - Check the suffix box – if there is something in there from the voter record but that candidate did not list one on the declaration of candidacy section of the petition, you will need to delete that (or enter one if there is one noted on the petition but not on the VR record)
 - A candidate can use a nickname. Example: Robert “Bob” Martin - you would list this exactly like that with the quotes.
6. After you submit the candidate, go out to the Secretary of State's website and verify that the candidate is showing up on the candidate list. NOTE: This list is a live candidate list but may take a few minutes to replicate and show up.
7. Print a candidate letter and mail that to the candidate letting him/her know they had enough signatures to be on the ballot. If a county commissioner candidate, include a [Candidate Financial Interest Statement](#). Also if you are in a county with population greater than 5000 or, also include a [Statement of Organization form](#) for all your county candidates.