

BALLOT ACCESS CHECKLIST

FOR MUNICIPAL CANDIDATES

Each of the following forms must be completed and filed on time by candidates for municipal office in order for the candidate's name to be placed on the ballot for the spring election.

- Complete and submit a **Campaign Registration Statement** (Form ETHCF-1) <http://elections.wi.gov/node/4315> to the filing officer no later than **5:00 p.m. on Tuesday, January 2, 2018**.

All candidates should file a campaign registration statement or amended statement before circulating nomination papers. A current form must be filed with the filing officer no later than January 2, 2018 or the candidate's name will not be placed on the ballot.

Must complete sections #:

1. Candidate and Candidate Committee Information
3. Committee Treasurer
5. Depository Information bank information must complete, the Certification and exemption from filing campaign finance Reports must check if you are spending under \$2,000. Sign and Date.

- Complete and submit a **Declaration of Candidacy** (Form EL-162) to the filing officer no later than **5:00 p.m. on Tuesday, January 2, 2018** <http://elections.wi.gov/forms/EL-162>

This original document form must be filed no later than January 2, 2018, or the candidate's name will not be placed on the ballot.

- Circulate and submit **Nomination Paper for Nonpartisan Office** (Form EL-169) to the filing officer.

For the **GAB-169 form** click here <http://elections.wi.gov/forms/EL-169>

Original nomination papers (no photocopies, faxes or emailed documents) must be received by the City Clerk's Office no later than **5:00 p.m. on Tuesday, January 2, 2018** or the candidate's name will not be placed on the ballot. Nomination papers **may not be circulated before December 1, 2017**.

When obtaining signatures the date of signing must be completed.

All offices are 3 year terms.

The number of signatures required is as follows:

- **Citywide offices** (Mayor, Judge) **50 – 100 signatures**
- **Aldersperson** **20 - 40 signatures**

Spring Primary will be held Tuesday, February 20, 2018 (if needed)

Spring Election will be held Tuesday, April 3, 2018.

For a list of guide lines for elected officials see <http://elections.wi.gov/candidates/local/non-partisan>

For complete details see <http://elections.wi.gov> or call (608) 266-8005

This information may not be interpreted as either legal advice or a release from your responsibility to comply with the law.

Any person with questions, please call South Milwaukee City Clerk's office at 762-2222.