



**Office of the Adams County Clerk
Chuck R. Venvertloh**

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**What is required to file your nomination papers to run for
County Offices**

This document is only an informational sheet to help guide your filing process.

Included in this packet are forms necessary to file nominating papers. Your nomination papers must be filed November 27th . December 4th, 2017 at the Adams County Clerk's Office. The hours are 8:30 a.m. to 4:30 p.m.

Signature Requirement: **Democratic Candidates= 130 Republican Candidates=147**

(If you disagree with this number, please contact our office)

[10 ILCS 5/7-10(c)]

You may begin circulating your petitions on September 5th, 2017.

Included Forms:

- Statement of Candidacy
- Loyalty Oath (if desired)
- Petition Sheets
- Statement of Economic Interest
- Code of Fair Campaign Practices (if desired)

Statement of Economic Interest forms can be filed any time before or at the same time you file your petition packets. Our office recommends filing the Statement of Economic Interest the day you file your petitions.

When filing your nomination papers:

- Your nomination papers must be bound at the top of your packet. Do not use a paper clip to bind your documents.
- Your papers must be bound and filed in the following order:
 - Statement of Candidacy
 - Loyalty Oath (if desired)
 - Petition Sheets
 - Code of Fair Campaign Practices (if desired)
- Statement of Economic Interests should not be bound with your petition packet
- Petitions must be notarized prior to filing. If you arrive at the county clerk's office without your petitions notarized, we can assist by notarizing your sheets, but you will have to revert to the back of the line if there is one.
- For the number of signatures, please check the website or call our office
- Your petitions must be sequentially numbered before arriving to file. Do not number the Statement of Candidacy or Loyalty Oath.
- All pages should be uniform and of the same size
- Your name, office, term, and district should appear the same on the Statement of Candidacy as it does your petition sheets.
- Your name will appear on the ballot as it does on the first page of your petition sheets
- If there is an unexpired term up for election, your petition and Statement of Candidacy must both state whether you are running for a full term or an unexpired term.
- The top portion of your petitions including the candidate name, office, term, district, and party affiliation must be completed before circulating. A petition circulated without that information is invalid.

A separate sheet titled Phonetic Pronunciation for AutoMark Machine is also included in your packet. Our AutoMark Voter Assistance terminal is used to assist voters with disabilities and reads the ballot to voters. This sheet is voluntary. However, your name is not guaranteed to be pronounced correctly without that form being turned in.

It is recommended that you make a copy of your petitions before filing them. The originals are filed with our office.

For additional information, see our website or contact our office.

STATEMENT OF CANDIDACY

NAME	ADDRESS-ZIP CODE	OFFICE	DISTRICT	PARTY

If required pursuant to 10 ILCS 5/7-10.2, 8-8.1 or 10-5.1, complete the following (this information will appear on the ballot)

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

STATE OF ILLINOIS)
) SS.
County of _____)

I, _____ (Name of Candidate) being first duly sworn (or affirmed), say that I reside at _____, in the City, Village, Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, in the County of _____, State of Illinois; that I am a qualified voter therein and am a qualified Primary voter of the _____ Party; that I am a candidate for Nomination/Election to the office of _____ in the _____ District, to be voted upon at the primary election to be held on _____ (date of election) and that I am legally qualified (including being the holder of any license that may be an eligibility requirement for the office to which I seek the nomination) to hold such office and that I have filed (or I 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 _____ (Name of Party) Primary ballot for Nomination/Election for such office.

(Signature of Candidate)

Signed and sworn to (or affirmed) by _____ before me, on _____
(Name of Candidate) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

ATTACH TO PETITION

10 ILCS 5/7-10.1

Suggested
Revised July, 2004
SBE No. P-1C

L O Y A L T Y O A T H
(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 States 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)

on _____.
(insert month, day, year)

(Notary Public's Signature)

(SEAL)

Your Name Was Submitted For Filing by an Entity That You Represent
STATEMENT OF ECONOMIC INTERESTS TO BE FILED WITH THE COUNTY CLERK
(Type or Hand Print)

Name _____

Each office or position of employment for which this statement is filed.

Full post office address to which notification of an examination of this statement should be sent.

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 additional space is needed, please attach supplemental listing.**

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation 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 the 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
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. 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 of \$1,200 was derived during the preceding calendar year.

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

3. 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.

This will be returned to you when statement is filed in the office of the County Clerk.

(COMPLETE BUT DO NOT DETACH)

Receipt is hereby acknowledged of your Statement of Economic Interests, filed pursuant to the Illinois Governmental Ethics Act. The Statement was filed as of this date.

(office or position of employment for which this statement is filed)

TYPE OR HAND PRINT

Name

Address

City State ZIP Code

4. 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.

5. 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.

6. 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.

7. List the name of any unit of government which 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.

8. 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 schedules 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 as 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 the statement)

(date)

**DO NOT DETACH
(WILL BE RETURNED AS YOUR RECEIPT)**

CODE OF FAIR CAMPAIGN PRACTICES

(VOLUNTARY)

There are basic principles of decency, honesty, and fair play that every candidate for public office in the State of Illinois has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I will conduct my campaign openly and publicly, and limit attacks on my opponent to legitimate challenges to his record.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, sexual orientation, religion or national origin.
- (4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opposition.
- (5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections or that hampers or prevents the full and free expression of the will of the voters.
- (6) I will defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.
- (7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this Code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Illinois or chairman of a political committee in support of or opposition to a question of public policy, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Date

Signature

Office Sought

Print Name

Date of Election

Name of Political Committee

Phonetic Pronunciation Sheet

Name on Ballot

Pronounced As

(See Examples Below)

Stressed Vowel Sounds

EE (FEET)
 I (FIT)
 E (BED)
 A (KAT) cat
 AH (FAH-thur) father
 SH (HAHT) hot
 UH (FUHJ) fudge
 UH (CHUHRCH) church
 AW (FAWN)
 U (FUL) full
 OO (FOOD)
 OU (FOUND)
 O (FO) foe
 EI (FEIT) fight
 AI (FAIT) fate
 OI (FOIL)
 YOO (FYOOR-ee-uhs) furious

Unstressed Vowel Sounds

Uh (SO-fuh) sofa

Certain Vowel Sounds with R

AHR (PAHR) par
 ER (PER) pair
 IR (PIR) peer
 OR (POR) pour
 OOR (POOR) poor
 UHR (PUHR) purr

Consonant Sounds

B Bed
 D (DET) debt
 F Fed
 G Get
 H (HED) head
 HW Which
 J (JUHG) jug
 K (KAD) cad
 L (LAIM) lame
 M Mat
 N Net
 NG (SING-uhr) singer
 P Pet
 R Red
 S Set
 T Ten
 V Vet
 W (WICH) witch
 Y Yet
 CH Church
 SH Sheep
 YS Its
 TH (THEI) thigh
 TH (THEI) thy
 ZH (A-zuhr) azure
 Z (GOODZ) goods

Pronunciation Guide

- In the %Name on Ballot+column, enter the name as it appears on your petition sheets
- In the %Pronounced As+column, enter the breakdown using the pronunciation key below.
- Also, add notes such as rhyming examples, silent letters, etc.

Name on Ballot	Pronounced As
William Mishaud	Mee-SHO (d is silent)
Sue Jahn	HAHN (rhymes with fawn)
Tim Beauprez	Boo-PRAI (rhymes with hooray)
Robert Maniscalco	Man-uh-SKAL-ko
Tangipahoa	TAN-ji-pah-HO-uh
Monte Anthony	Mahn-TAI
Tanya Smither	TAWN-yuh (not TAN)