

**PROCEDURES TO FOLLOW FOR
CANDIDATE FILING 2010**

- 1. PRINT OUT VOTER PROFILE. CHECK POLITICAL AFFILIATION & REGISTRATION. NOVEMBER 28, 2009 DEADLINE DATE FOR POLITICAL AFFILIATION CHANGE.**
- 2. CANDIDATE COMPLETE “CANDIDATE INFORMATION SHEET”, WHILE INFORMATION IS BEING TRANSFERRED FROM VOTER PROFILE TO ELECTION SET UP/CANDIDATE FILING FORM. FILING FORM IS PRINTED, SIGNED BY CANDIDATE AND NOTORIZED. CANDIDATE ATTESTS TO NICKNAME IF APPLICABLE. SBOE ID# WILL BE ISSUED TO CANDIDATE AT THIS TIME.**
- 3. CANDIDATE PAYS FILING FEE AND RECEIPT IS HANDED TO CANDIDATE**
- 4. CANDIDATE WILL TAKE REST OF FORMS HOME. THESE FORMS FOR RETURN WILL BE CHECKED WITH RED PEN, THE “STATEMENT OF ORGANIZATION” WILL BE DATED WITH THE 10-DAY DATE STAMP. THIS WILL GIVE CANDIDATE OPPORTUNITY TO PICK TREASURER, OPEN UP BANK ACCOUNT; DETERMINE IF SPENDING WILL BE MORE THEN \$1000.**
- 5. REMEMBER: LEGISLATIVE CANDIDATES, DISTRICT ATTORNEY, CLERK OF COURT & ALL JUDGES MUST COMPLETE THE “STATEMENT OF ECONOMIC INTEREST” AND RETURN WITHIN 10 DAYS OF DATE OF FILING. DATE STAMP THE 10TH DAY.**
- 6. INCLUDE TREASURER MANDATORY TRAINING INFORMATION. CALL BOE WHEN COMPLETED TRAINING. BE SURE TO POINT OUT LETTER AND MEETING TIME FOR CANDIDATE/TREASURER/CAMPAIGN MANAGER TRAINING AT CCBOE. LIMITED SEATING. CANDIDATE MAY SIGN UP FOR CLASS WHEN FILES FOR OFFICE.**
- 7. CANDIDATES GIVEN CAMPAIGN FOLDER WITH ALL MATERIALS & “2010 CAMPAIGN FINANCE MANUAL” AND COPY OF NOTORIZED CAMPAIGN FILING FORM.**
- 8. CCBOE COPIES OF CAMPAIGN FILING FORMS AND CANDIDATE INFORMATION KEPT IN “NAMED” FILING FOLDER. SEND FORMS TO SBOE: CRO-3900, CRO-3500, ORIGINAL “ST. OF ECONOMIC INTEREST”**
- 9. MAKE COPIES FOR PUBLIC INFORMATION NOTEBOOK. SEPARATE LEGISLATIVE CANDIDATES & LOCAL CANDIDATES INTO 2 NOTEBOOKS. REMEMBER TO REDACT CAMPAIGN ACCOUNT INFORMATION.**