**BALLOT ACCESS CHECKLIST**



**For 2020 Municipal Candidates**

**Where Nomination Papers are Used**

Each of the following forms must be completed and filed on time by a candidate for municipal office in order for the candidate’s name to be placed on the ballot at the **February 18, 2020 Spring Primary** and the **April 7, 2020 Spring Election**.

In all municipalities, the filing officer is the municipal clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

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|  | ***Complete and Submit a Registration Statement* (Form** [**CF-1**](https://ethics.wi.gov/Resources/CF-1_Registration_Statement.pdf)**)** to the filing officer no later than  **5 p.m. on Tuesday, January 7, 2020** or the candidate’s name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow postmarked no later than January 7, 2020. Wis. Stat. §§ 8.10(5), 8.30(2), Wis. Admin. Code EL § 6.04.   * *New Candidates*   File a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a),11.0101(1).   * *Continuing Candidates*   Amend your current registration, indicating the office sought and the new primary and election dates before funds are collected or spent or before submitting nomination papers. Wis. Stat. §§11.0202(1)(a),  11.0101(1). |
|  | ***Complete and Submit a Declaration of Candidacy* (Form** [**EL-162**](http://elections.wi.gov/forms/EL-162)**)** to the filing officer no later than **5 p.m.**  **on Tuesday, January 7, 2020** or the candidate’s name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 7, 2020.  Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04. |
|  | ***Circulate and Submit Nomination Papers for Nonpartisan Office* (Form** [**EL-169**](http://elections.wi.gov/forms/EL-169)**)** to the filing officer no later than **5 p.m. on Tuesday, January 7, 2020** or the candidate’s name will not be placed on the ballot**.**  Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2019. Wis. Stat. § 8.10(2),  Wis. Admin. Code EL § 6.04(2). |
|  | **The number of signatures required is as follows**:     |  |  |  | | --- | --- | --- | | All village and town offices: |  | 20 - 100 | |
|  | **Municipal Judge Candidates:**  ***Complete and submit a Statement of Economic Interests (SEI)*** to the Ethics Commission using the website (<https://sei.wi.gov>). Faxed or emailed forms are also acceptable. The SEI must be received no later than 4:30 p.m. on Friday, January 10, 2020, or the candidate’s name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Candidates may print the Statement of Economic Interests form and instructions from the Ethics Commission website (<https://sei.wi.gov>). For more information regarding Statements of Economic Interests, please contact the Ethics Commission at 608-266-8123 or [ethics@wi.gov](mailto:ethics@wi.gov). |
|  | **Important Note Regarding Statements of Economic Interests**:  A municipality may enact an ordinance establishing a code of ethics for public officials that may require a candidate for municipal office*, in addition to the office of Municipal Judge, to* file a *Statement of Economic Interests* (SEI). The ordinance may also provide that failure to timely file a *Statement of Economic Interests* will prevent the candidate’s name from being placed on the ballot. Wis. Stat. § 19.59(1m),(3)(b). Please contact the filing officer to learn if this requirement applies to you. |

**ELIS-7** |Rev 2019-06 | Wisconsin Elections Commission, 212 E. Washington Ave., 3rd Floor, P.O. Box 7984, Madison, WI  53707-7984 | 608-261-2028 | web: elections.wi.gov | email: [elections@wi.gov](mailto:elections@wi.gov)