BALLOT ACCESS CHECKLIST
FOR 2017 MUNICIPAL CANDIDATES
WHERE NOMINATION PAPERS ARE USED

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 at the **February 21, 2017 Spring Primary** and **the April 4, 2017 Spring Election**.

In the City of Milwaukee, the filing officer is the Milwaukee City Election Commission. In all other 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.

☐ ***Complete and submit a Campaign Registration Statement*** **(Form ETHCF-1)** to the filing officer no later than **5 p.m. on Tuesday, January 3, 2017**, 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 3, 2017. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04

- *New candidates* file a campaign registration statement before funds are collected or spent or before nomination papers are submitted. Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a).
- *Continuing candidates* file an amended campaign registration statement indicating the office sought and the new primary and election dates before funds are collected or spent or before nomination papers are submitted.. Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a).

☐ ***Complete and submit a Declaration of Candidacy*** **(EL-162)** to the filing officer no later than **5 p.m. on Tuesday, January 3, 2017** 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 3, 2017. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.

☐ ***Circulate and submit Nomination Paper for Nonpartisan Office*** **(EL-169)** to the filing officer no later than **5 p.m. on Tuesday, January 3, 2017** 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, 2016. Wis. Stat. § 8.10(2),(3), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

All village and town offices:		20 - 100
1st Class Cities:	Citywide offices	1,500 - 3,000
	Alderperson elected to district	200 - 400
2nd and 3rd Class Cities:	Citywide offices	200 - 400
	Alderperson elected at large	100 - 200
	Alderperson elected to district	20 - 40
4th Class Cities:	Citywide offices	50 - 100
	Alderperson elected to district	20 - 40

☐ **Municipal judge candidates:**
Complete and submit a Statement of Economic Interests **(SEI)** to the Wisconsin Ethics Commission. The SEI must be received in the Wisconsin Ethics Commission office no later than **4:30 p.m. on Friday, January 6, 2017** or the candidate's name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Faxed forms are acceptable. Before December 1, 2016, the Wisconsin Ethics Commission will Statement of Economic Interests forms to each incumbent whose office is up for election. After December 1, 2016, a candidate may print the Statement of Economic Interests form and instructions from the agency website.

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.