



November 19, 2025

Dear Common Council Alderperson Candidate:

To answer some of the questions that come up during a campaign for Common Council Alderperson, we have put together this packet of information. Please refer to the table of contents for a list of included documents. We hope you find the information helpful.

Following is a link to a video on the Wisconsin Elections Commission website which briefly explains the ballot access process. All forms mentioned in the video are included in this packet. Video: <https://elections.wi.gov/candidates/getting-ballot>

### DATES TO REMEMBER

December 1, 2025	First day to circulate Nomination Papers
December 26, 2025	Incumbents to file Notification of Noncandidacy by 5 p.m.
January 6, 2026	Deadline for candidates to file Declaration of Candidacy, Nomination Papers and Campaign Finance Registration Statement All papers and forms are due in the City Clerk's Office by 5 p.m.
January 8, 2026	Drawing for order of candidate names on ballot Will take place in City Clerk's Office at 10 a.m.
February 17, 2026	Spring Primary (if necessary)
April 7, 2026	Spring Election
April 14, 2026	Council Organizational Meeting Newly elected members take their seats on the Council

### FILING PAPERS

There are three forms you are required to complete and file with the City Clerk's Office by January 6, 2026, at 5 p.m. They are:

- ✓ [Campaign Finance Registration Statement \(Form CF-1\)](#)
- ✓ [Declaration of Candidacy \(Form EL-162\)](#)
- ✓ [Nomination Papers \(Form EL-169\)](#)

Samples of the forms are included in this booklet. All three forms must be completed accurately and thoroughly.

### Campaign Finance Registration Statement

New Candidates: File a Campaign Finance Registration Statement before campaign funds are collected or spent or before submitting nomination papers.

Continuing Candidates: Amend your current Campaign Finance Registration Statement, indicating the office sought and the new primary and elections dates before campaign funds are collected or spent or before submitting nomination papers.

## Nomination Papers

Please pay close attention that the top of these forms is completely filled in before circulating them for signatures. Signers must be *eligible* voters who live in the City limits and district if running for a district seat. They do not have to be registered voters. Signers must print their name, sign, give their complete address (house number, street and municipality), and date their signature. You are **strongly urged** to obtain more than the minimum number of signatures required for ballot status in case a problem is found with some signatures. However, you cannot collect over the maximum number.

Candidates for *District Alderperson* need to turn 20 to 40 signatures.

Candidates for *Mayor* need to turn in 200 to 400 signatures.

## FINANCIAL REPORTS

All candidates are required to keep financial records, but not everyone is required to file reports with the City Clerk's office. You may claim exemption from filing financial reports if the committee anticipates that it will not accept or make contributions, make disbursements, or incur loans and other obligations in an aggregate amount exceeding \$2,000 in a calendar year.

If you are exempt from financial reporting, indicate this on the Campaign Finance Registration Statement. During the campaign, you may find you no longer meet the exemption limits. If this occurs, you must come to the City Clerk's office and complete an amended Campaign Finance Registration Statement.

Candidates on the ballot may claim an exemption when they first file the Campaign Finance Registration Statement for this election. However, a candidate on the ballot in that calendar year, who did not claim the exemption on their original Campaign Finance Registration Statement, may not amend the registration to claim the exemption before the date of the election.

The reporting requirements are explained in the attached Campaign Finance Overview Manual for Local Candidate Committees. The required reporting forms will be emailed to you as they become due. More information on campaign finance may be found at the Wisconsin Ethics Commission website: [www.ethics.wi.gov](http://www.ethics.wi.gov).

## DISCLAIMER

As a candidate, you will want to get your name and political message out to the public. Any communication that is paid for with political funds must contain a disclaimer identifying who is paying for the message. Political funds include any of your own money spent on the campaign. Political communication includes, but is not limited to, printed advertisements, television and radio advertisements, bumper stickers, yard signs, etc. Please see the page on Disclaimers in the Supplemental Information section of this booklet.

## DISTRIBUTION OF FLYERS

If you distribute informational brochures to homes, make sure they are not placed on vehicles. Please reference the State Statute SFP 4.02.

## SIGNS

You may want to put up yard signs. Yard signs will need to follow all provisions in the Municipal Code book, Chapter §202-7.

## CAMPAIGN FREE ZONE

On Election Day, there is a campaign free zone around every building used as a polling site. No election signs or other electioneering may take place on public property within 100 feet of a voting site.

## ORDER OF NAMES ON THE BALLOT

Statutes require that the order which candidates' names appear on the ballot be determined by the drawing of lots. The drawing for all Alderperson candidates will take place in the City Clerk's Office, located at City Hall, 505 3<sup>rd</sup> Street, Hudson, WI 54016.

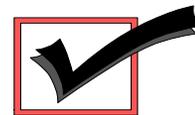
## ADDITIONAL INFORMATION

We have attempted to make this information as complete as possible. If you have other questions, contact me at 715-716-5748. Chapters 5-12 of the Wisconsin State Statutes deal with Elections. Specifically, Chapter 11 deals with Campaign Finance and Chapter 12 deals with Prohibited Election Practices. If you have further questions, the number for the Wisconsin Elections Commission is 608-266-8005 and their website is <https://elections.wi.gov/>. The City of Hudson website is [www.hudsonwi.gov](http://www.hudsonwi.gov).

Good luck with your campaign and call me at 715-716-5748 if you have any questions.

BeckyMeasner  
City Clerk

**2026 Ballot Access Checklist:  
Municipalities 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 17, 2026 Spring Primary** and the **April 7, 2026 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 (town, village or city). Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- Register your Campaign Committee** A current registration (CF-1L) must be filed prior to raising or spending any funds, and no later than **5:00 p.m. on January 6, 2026** or the candidate's name will not be placed on the ballot. For questions, please contact the Ethics Commission: [ethics@wi.gov](mailto:ethics@wi.gov) | 608-266-8123.
- Complete and Submit a Declaration of Candidacy (Form EL-162)** to the filing officer no later than **5:00 p.m. on Tuesday, January 6, 2026** 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 6, 2026. 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)** to the filing officer no later than **5:00 p.m. on Tuesday, January 6, 2026** 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, 2025. 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
1 <sup>st</sup> Class Cities:	Citywide offices	1,500 - 3,000
	Aldersperson elected to district	200 - 400
2 <sup>nd</sup> and 3 <sup>rd</sup> Class Cities:	Citywide offices	200 - 400
	Aldersperson elected at large	100 - 200
	Aldersperson elected to district	20 - 40
4 <sup>th</sup> Class Cities:	Citywide offices	50 - 100
	Aldersperson elected to district	20 - 40

- Municipal Judge Candidates:**  
**Complete and submit a Statement of Economic Interests (SEI)** to the Ethics Commission using the website (<https://sei.wi.gov>). Incumbent candidates will receive a filing notice around December 1, 2025, and new candidates will receive an email notice within one or two days of registering their committee. The SEI must be received no later than 4:30 p.m. on Friday, January 9, 2026, or the candidate's name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Candidates may also print the SEI form and instructions from the Ethics Commission website (<https://ethics.wi.gov>), and return those forms by email or fax. For more information, 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 an SEI 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.

# Declaration of Candidacy

(See instructions for preparation on back)

FOR OFFICE USE ONLY

Is this an amendment?

**Yes** (if you have already filed a DOC for this election)

**No** (if this is the first DOC you have filed for this election)

I, \_\_\_\_\_, being duly sworn, state that  
Candidate's name

I am a candidate for the office of \_\_\_\_\_  
Official name of office - Include district, branch or seat number

representing \_\_\_\_\_  
If partisan election, name of political party or statement of principle - five words or less (Candidates for nonpartisan office may leave blank.)

and I meet or will meet at the time I assume office the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.

I have not been convicted of a felony in any court within the United States for which I have not been pardoned.<sup>1</sup>

**My present address, including my municipality of residence for voting purposes is:**

House or fire no.	Street Name	Mailing Municipality and State	Zip code	Town of <input type="checkbox"/>	Village of <input type="checkbox"/>	City of <input type="checkbox"/>
				Municipality of Residence for Voting		

**My name as I wish it to appear on the official ballot is as follows:**

\_\_\_\_\_  
(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

STATE OF WISCONSIN } \_\_\_\_\_ (Signature of candidate)  
County of \_\_\_\_\_ } ss.  
(County where oath administered)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature of person authorized to administer oaths)

**NOTARY SEAL  
REQUIRED, IF OATH  
ADMINISTERED BY  
NOTARY PUBLIC**

Notary Public or  other official \_\_\_\_\_  
(Official title, if not a notary)

If Notary Public: My commission expires \_\_\_\_\_ or  is permanent.

The information on this form is required by Wis. Stat. § 8.21, Art. XIII, Sec. 3, Wis. Const., and must be filed with the filing officer in order to have a candidate's name placed on the ballot. Wis. Stats. §§ 8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.20 (6), 120.06 (6)(b), 887.01.

<sup>1</sup> A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

## Instructions for Completing the Declaration of Candidacy

All candidates seeking ballot status for election to any office in the State of Wisconsin must properly complete and file a **Declaration of Candidacy**. This form must be **ON FILE** with the proper filing officer no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. A facsimile will be accepted if the FAX copy is received by the filing officer no later than the filing deadline **and** the signed original declaration is received by the filing officer with a postmark no later than the filing deadline.

### **Information to be provided by the candidate:**

- Type or print your name on the first line.
- The title of the office and **any district, branch, or seat number** for which you are seeking election must be inserted on the second line. *For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.*
- Type or print the political party affiliation or principle supported by you in five words or less on the third line. *Nonpartisan candidates may leave this line blank.*
- **Felony convictions: Your name cannot appear on the ballot if you have been convicted of a felony in any court in the United States for which you have not been pardoned. Please see footnote on page 1 for further information with respect to convictions for misdemeanors involving a violation of public trust. These restrictions only apply to candidates for state and local office.**
- Your current address, including your municipality of residence for voting purposes, must be inserted on the fourth line. This must include your entire mailing address (**street and number, municipality where you receive mail**) and the name of the municipality in which you reside and vote (town, village, or city of \_\_\_). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. Wis. Stat. § 8.21. *Federal candidates are not required to provide this information, however an address for contact purposes is helpful.*
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your full legal name, former legal surname, or any combination of first name, middle name, and initials, surname or nickname with last name.

**Note:** The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as “Red” or “Skip” are permitted, but names which have an apparent electoral purpose or benefit, such as “Lower taxes,” “None of the above” or “Lower Spending” are not permitted. It is also not permissible to add nicknames in quotes or parentheses. For example, John “Jack” Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county or municipal clerk. Wis. Stat. §§ 8.21(2), 887.01(1).

### **Information to be provided by the person administering the oath:**

- The county where the oath was administered.
- The date the Declaration of Candidacy was signed and the oath administered.
- The signature and title of the person administering the oath. If signed by a notary public, the notary seal is required and the date the notary's commission expires must be listed.

All candidates for offices using the nomination paper process must file this form (*and all school district candidates must file the EL-162sd*) with the appropriate filing officer no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.20 (6), 8.21, 8.50 (3)(a), 120.06 (6)(b). Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. Wis. Stat. § 8.05 (l)(j).



# CAMPAIGN FINANCE COMMITTEE/CONDUIT REGISTRATION STATEMENT

## STATE OF WISCONSIN

**Note:** An amended registration statement must be filed within 10 days of any changes in information.

<b>1. Is this an Amendment?</b> No    Yes    If yes, please enter your committee number:	<b>Committee Number</b>
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### SECTION A: GENERAL INFORMATION

<b>A1. Committee/Conduit Name</b>		<b>A2. Registrant Type (Choose One)</b>			
<b>A3. Email</b>		<b>A4. Phone</b>		Candidate    Referendum    Recall    Conduit Political Action (PAC)    Independent Expenditure (IEC) Political Party    Legislative Campaign Committee	
<b>A5. Mailing Address</b>			<b>A6. City</b>		<b>A7. State</b>
<b>Depository Institution Information</b>					
<b>A9. Institution Name</b>		<b>A10. Street Address</b>		<b>A11. City</b>	
<b>Treasurer/Administrator Information</b>					
<b>A14. Name</b>		<b>A15. Email</b>		<b>A16. Phone</b>	
<b>A17. Mailing Address</b>			<b>A18. City</b>		<b>A19. State</b>
<b>Other Officers (Optional)</b>					
<i>Independent and local non-partisan candidates: Indicate by an asterisk (*) which officers are authorized to fill a vacancy in nomination due to death of candidate.</i>					
<b>A21. Name</b>		<b>A22. Title</b>		<b>A23. Email</b>	
<b>A25. Name</b>		<b>A26. Title</b>		<b>A27. Email</b>	
<b>Filing Exemption</b>				<b>A29. Exemption Affirmation</b>	
<i>Registrants that will not accept contributions, make disbursements, or incur obligations in an aggregate amount of more than \$2,500 in a calendar year are eligible for exemption from filing campaign finance reports. For committees registering with the Commission, exempt status is effective only for the calendar year in which it is granted. Those committees registering with the Commission that want to remain exempt must renew each year. Local candidate committees that do not anticipate accepting or making contributions, making disbursements, or incurring obligations in an aggregate amount exceeding \$2,500 in a calendar year may claim an exemption from filing campaign finance reports at any time. This exemption applies until the local candidate committee exceeds the \$2,500 aggregate activity threshold, amends its registration, or is terminated.</i>				Yes, this registrant is eligible for exemption. No, this registrant is not eligible for exemption.	

### SECTION B: CANDIDATE COMMITTEES

<b>B1. Office Sought (include District/Branch)</b>		<b>B2. Political Party</b>		<b>B3. Election Date</b>	
<b>Candidate Information</b>					
<b>B4. Name</b>		<b>B5. Email</b>		<b>B6. Phone</b>	
<b>B7. Mailing Address</b>			<b>B8. City</b>		<b>B9. State</b>
<b>Second Candidate Committee</b>				<b>B11. Is this your only registered candidate committee in Wisconsin?</b>	
<i>An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office.</i>				Yes, this is my only candidate committee in Wisconsin. No, this is my second candidate committee in Wisconsin.	
<b>B12. Other Office Held or Sought (include District/Branch) Only complete B12 if you responded "No" to B11.</b>					



# CAMPAIGN FINANCE COMMITTEE/CONDUIT REGISTRATION STATEMENT

## STATE OF WISCONSIN

**Note:** An amended registration statement must be filed within 10 days of any changes in information.

### SECTION C: RECALL COMMITTEES

C1. Name of Official Subject to Recall	C2. Office of Official Subject to Recall	C3. Support Oppose
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### SECTION D: PAC, IEC, AND CONDUITS

D1. Sponsoring Organization	D2. Email	D3. Phone	
D4. Mailing Address	D5. City	D6. State	D7. Zip

### SECTION E: POLITICAL PARTY & LEGISLATIVE CAMPAIGN COMMITTEES

E1. Political Party or Legislative Campaign Committee	E2. Does the Party or Committee have a Segregated Fund? No      Yes			
Segregated Fund Depository Institution Information (if applicable)				
E3. Institution Name	E4. Street Address	E5. City	E6. State	E7. Zip

### SECTION F: REFERENDA COMMITTEES

F1. Nature of Referendum (if applicable)	F2. Support Oppose
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### SECTION G: CERTIFICATION

**Accurate Information**

*I certify that I am an authorized representative of the registrant and that to my knowledge all of the information contained within this registration is true, correct, and complete.*

**Timely Amendments**

*I am aware of the requirement to amend this registration statement within 10 days of any change of information contained within, as well as the requirement to register within 10 days of meeting the requirements to register under Chapter 11 of Wisconsin Statutes.*

**Records Retention**

*I acknowledge the duty to maintain records in an organized and legible manner for three years from the date of the most recent election in which this registrant participates. If registering a candidate committee, I acknowledge the duty to maintain records in an organized and legible manner for the three-year period prescribed in s.11.0201(4).*

**Ongoing Compliance**

*This registrant shall continue to maintain its registration and comply with all applicable reporting requirements under Chapter 11 of Wisconsin Statutes.*

<b>Treasurer/Administrator</b>		
G1. Printed Name	G2. Signature	G3. Date
<b>Candidate (if applicable)</b>		
G4. Printed Name	G5. Signature	G6. Date



# FORM INSTRUCTIONS

## CAMPAIGN FINANCE COMMITTEE/CONDUIT REGISTRATION STATEMENT (CF-1)

**Note:** This form is used to register a committee or conduit under Chapter 11 of the Wisconsin Statutes. Committees and conduits required to register and report with the Wisconsin Ethics Commission should register and report using the Commission's Campaign Finance Information System which can be found on line at [cfis.wi.gov](http://cfis.wi.gov). Committees required to register and report with a local filing officer must register with this form. The Commission does not intend to use any personally identifiable information from this form for any purpose other than registering a committee or conduit. This form will be made available to the public upon request. All information you provide is available to the public.

**Item 1. Is this an amendment?** Check the appropriate box. If "Yes" is checked, enter the committee ID number if you have one. If "No" is checked, proceed directly to Section A.

**Section A: General Information.** All committees and conduits must complete section A. Candidates for local office may find the CF-1L form easier to use. Either form CF-1 or CF-1L is allowed.

**Item A1: Committee/Conduit Name.** All committees and conduits must have a name. It is not required that the name include the candidate or organization's name, but it is recommended. A political party committee wishing to operate under the same name as a state political party committee must receive authorization from that state party (Wis. STAT. § 11.0101(26)(a)1).

**Item A29: Exemption Affirmation.** Committees claiming exemption may not have more than \$2,500 of activity, in the aggregate per year. For example, in a calendar year, if you raise \$1,600 and spend \$1,000 you have \$2,600 of aggregate activity and are not eligible to claim exemption.

**Depository Institution Information.** All committees and conduits must designate a depository institution. While it is recommended that all committees have a designated campaign depository account, candidates who will serve as their own treasurer may designate a single personal account to serve as the committee depository account while claiming a filing exemption and may intermingle personal and campaign funds (Wis. STAT. § 11.0201(2)(b)).

**Treasurer/Administrator Information.** Each committee must appoint a treasurer and each conduit must appoint an administrator. Any adult may serve as a treasurer or administrator. A candidate may serve as his or her own treasurer. If a candidate is serving as their own treasurer, please enter 'Candidate' or 'Self' in the name, and then you can leave the other treasurer information blank.

**Section B: Candidate Committees.** All candidates register their committee to appear on the ballot. Candidate committees must complete section B. No other committee type should complete section B. Candidates for local office may find the CF-1L form easier to use. Either form CF-1 or CF-1L is allowed.

**Section C: Recall Committees.** Recall committees must complete section C. No other committee type should complete section C.

**Section D: PAC, IEC, and Conduits.** Political action committees, independent expenditure committees, and conduits must complete section D. No other committee type should complete section B. All fields in section D refer to the sponsoring organization's contact information.

**Section E: Political Party and Legislative Campaign Committees.** Only political party committees and legislative campaign committees should complete section E.

**Item E2.** A political party or a legislative campaign committee may establish a segregated fund for purposes other than making contributions to a candidate committee or making disbursements for express advocacy (Wis. STAT. § 11.1104(6)). If the political party or legislative campaign committee has a segregated fund, please indicate by checking "Yes."

**Items E3 - E7.** If the segregated fund is maintained with the same depository institution as the primary account, write "Same as primary account." in E3.

**Section F: Referendum Committees.** Only referendum committees should complete section F.

**Section G: Certification.** All committees and conduits must complete section G. If a candidate is serving as their own treasurer, they only need to sign the certification once as either the candidate or treasurer.

## NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name <b>(required)</b> ; no titles may be used.		Candidate's residential address <b>(required)</b> <i>No P.O. box addresses</i> Street, fire, or rural route number; box number (if rural route); and name of street or road		Candidate's municipality for <u>voting</u> purposes <b>(required)</b> <input type="checkbox"/> Town <input type="checkbox"/> Village _____ <input type="checkbox"/> City _____ (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes <b>(required)</b> if different than residential address or voting municipality)		State <b>(required)</b> <b>WI</b>	Zip code	Type of election <b>(required)</b> <input type="checkbox"/> spring <input type="checkbox"/> special	
Election date <b>(required)</b> <i>Do not use primary date.</i> <u>Mo/Day/Year</u>		Title of office <b>(required)</b>		Branch, district or seat number <b>(required)</b> if applicable <input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat	
				Name of jurisdiction or district in which candidate seeks office <b>(required)</b>	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for  him or  her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

**The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.**

Signatures of Electors	Printed Name of Electors	Residential Address <i>(No P.O. Box Addresses)</i> Street and Number or Rural Route <small>(Rural address must also include box or fire no.)</small>	Municipality of Residence <small>Check the type and write the name of your municipality for voting purposes.</small>	Date of Signing Mo/Day/Year
1.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

### CERTIFICATION OF CIRCULATOR

I, \_\_\_\_\_ certify: I reside at \_\_\_\_\_.

(Name of circulator) (Circulator's residential address - Include number, street, and municipality.)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

\_\_\_\_\_  
(Date) (Signature of circulator)

Page No.

## INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR NONPARTISAN OFFICE

This is a sample nomination paper form. It conforms to the statutory requirements for nomination papers for nonpartisan office. All information concerning the candidate must be completed in full before circulating this form to obtain signatures of electors. All information concerning the signing electors and the circulator must be completed in full before filing with the appropriate filing officer. This form may be reproduced in any way. A candidate's picture and biographical data may also be added to this form. The Wisconsin Elections Commission has determined that no disclaimer or other attribution statement is required on nomination papers. Candidates are advised to send a sample of their completed form to the filing officer for review before circulation.

**Page Numbers** – Number each page consecutively, beginning with “1”, before submitting to the filing officer. A space for page numbers has been provided in the lower right-hand corner of the form.

**Candidate's Name** - Insert the candidate's name. A candidate may use his or her full legal name, or any combination of first name, middle name, and initials or nickname with last name. The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as “Red” or “Skip” are permitted, but names which have an apparent electoral purpose or benefit, such as “Lower taxes,” “None of the above” or “Lower Spending” are not permitted. It is also not permissible to add nicknames in quotes or parentheses between first and last names. For example, John “Jack” Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

**Candidate's Address** – Insert the candidate's residential address (*no P.O. Box addresses*) and the municipality for voting purposes. Indicate if the municipality of residence is a town, village, or city. If a candidate's mailing address is different from the residential address or voting municipality, a complete mailing address must also be given.

**Date of Election** - Insert the date of the election. If the nomination paper is being circulated for a spring election, the date is the first Tuesday in April. If the election is a special nonpartisan election, the date of the special election must be listed.

**Title of Office** - The name of the office must be listed **along with any branch, district, or seat number** (if applicable) that clearly identifies the office the candidate is seeking. If necessary, the name of the jurisdiction that identifies the office, such as Dane County Circuit Court Judge, Branch 3, must also be listed.

**Name of Jurisdiction** - The nomination papers must also indicate the municipality or jurisdiction in which the signing electors are qualified to vote, as it relates to the office sought by the candidate named on the nomination paper. For example, for a statewide office the jurisdiction is the State of Wisconsin. Others may be the county, town, village, city, aldermanic district, school district, or town sanitary district, as required.

**Signatures and Printed Name of Electors** - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each signer must also legibly print their name. Each elector must provide their **residential** address (*no P.O. Box addresses*), including any street, fire or rural route number, box number (if rural route) and street or road name, and municipality of residence. A post office box number alone does not show where the elector actually resides. The name of the Municipality of Residence must be listed for each signing elector and must clearly identify the town, village or city where the elector's voting residence is located. The date the elector signed the nomination paper, including month, day and year, must be indicated. Ditto marks that follow correct and complete address or date information are acceptable. The circulator may add any missing or illegible address or date information before the papers are filed with the filing officer.

**Signature of Circulator** - The circulator should carefully read the language of the *Certification of Circulator*. **THE CIRCULATOR MUST PERSONALLY PRESENT THE NOMINATION PAPER TO EACH SIGNER. THE NOMINATION PAPER MAY NOT BE LEFT UNATTENDED ON COUNTERS OR POSTED ON BULLETIN BOARDS.** The circulator's complete residential address including municipality of residence must be listed in the certification. **After** obtaining signatures of electors, the circulator must sign and date the certification.

**Other Instructions** - Candidates and circulators should review Ch. Wisconsin Elections Commission §§ 2.05, 2.07, Wis. Adm. Code.

- *Original* nomination papers must be in the physical custody of the appropriate filing officer by the filing deadline. A postmark on the filing deadline is **NOT** sufficient. Nomination papers **CANNOT** be faxed to the filing officer. Ch. Wisconsin Elections Commission § 6.04(2), Wis. Adm. Code.
- Nomination papers with the required number of signatures must be filed with the appropriate filing officer **no later than 5:00 p.m.** on the first Tuesday in January (or the next day if the first Tuesday is a holiday) before the spring election. Special elections may have different filing deadlines. Check with the filing officer.
- In order for a candidate's name to be placed on the ballot, a candidate must file a *Campaign Registration Statement* (ETHCF-1), a *Declaration of Candidacy* (EL-162), and *Nomination Papers* (EL-169) containing the appropriate number of signatures for the office sought no later than the filing deadline. Wis. Stat. § 8.10(3). Candidates for state office and municipal judge must also file a statement of economic interests with the Wisconsin Ethics Commission by the third business day after the nomination paper filing deadline. Wis. Stat. § 19.43. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. Wis. Stat. § 8.30.
- If a candidate or circulator has any questions, he or she should contact the filing officer.