

## INSTRUCTIONS: ELECTRONIC CANDIDATE PETITIONS

Pursuant to Executive Order 216 (2021), as a measure to mitigate the spread of COVID-19, candidates can obtain signatures electronically on a nominating petition. Partisan candidates have until April 5, 2021 to file their nominating petition. Independent candidates have until June 8, 2021 the day of the Primary Election to file their nominating petition. A candidate/designee will still need to complete all of the required documents (i.e. Oath of Allegiance, Certificate of Acceptance, etc.). The required documents are included on the Clerk's ELECTION FORMS page. All of the statutory requirements will remain the same. Please see the below instructions on how to complete the electronic nominating petition.

### **Instructions on Completing Electronic Nominating Petition:**

**Step 1:** Candidate/designee will download the nominating petition from the Division of Elections website.

**Step 2:** Candidate/designee will save the file to their computer/laptop.

**Step 3:** Candidate/designee will fill in their information where required.

**Step 4:** After a candidate/designee completes their information, they will need to save the file again to their computer/laptop.

**Step 5:** The saved petition can be provided to the petition signers electronically. The petition signer will need to print, sign, scan the document and return to the candidate. If the petition signer does not have the ability to print or scan a document, they must create a digital signature and return the electronic file to the candidate/designee.

*Please Note: It is the sole responsibility of the candidate/designee to collect the signature petition forms from the petition signers.*

### **Instructions on Submitting Electronic Nominating Petition(s):**

**Step 1:** Candidate/designee will save the returned signed petition(s) on their computer/laptop.

**Step 2:** Candidate/designee may email the signed petition(s) as individual files or if possible, combined into a single file. Candidate/designee may combine multiple signature files into a single zip file (e.g., on Windows, select multiple files and right-click. Select "send to compressed (zipped) folder" to create zip file.). **The file(s) should be in a pdf format.** If you do not have Adobe Acrobat Reader installed on your device, you can download a free version at <https://get.adobe.com/reader/>. Candidate/designee may not submit petitions using any cloud-based document/storage service or online application including, but not limited to, Amazon WorkDocs, Apple iCloud Drive, DropBox, Google Drive, Microsoft OneDrive, and Nextcloud.

**Step 3:** Petitions for **COUNTY** OFFICES to be filed with the County Clerk should be:

- emailed to [arosa@sussexcountyclerk.org](mailto:arosa@sussexcountyclerk.org) (if emailing, blank pages should not be included to reduce the size of the file); or
- mailed to Sussex County Clerk's Office, 83 Spring St., Suite 304, Newton, NJ 07860; or
- delivered in-person by appointment only. Petitions being submitted in person require a petition filing appointment.

Petitions for **MUNICIPAL** OFFICES must be filed with the respective Municipal Clerk; visit <https://www.sussex.nj.us/> and click on "Municipalities" tab for contact info.

### **THE TOTAL NUMBER OF REQUIRED SIGNATURES HAS NOT CHANGED.**

**Partisan** candidate petitions must be received by the respective election official on or before 4:00 p.m. on April 5, 2021. **Independent** candidate petitions must be received by the County Clerk on or before 4:00 p.m. on June 8, 2021. Please be reminded that candidate(s) petitions may be filed in person by appointment only, by mail or electronically.