



**DIRECTIVE 2018-14**

June 4, 2018

To: All County Boards of Elections  
Directors, Deputy Directors, and Board Members

Re: Examination and Verification of Petition from Independent Joint Candidates for  
Governor/Lieutenant Governor

**SUMMARY**

This Directive provides instructions on the examination and verification of the nominating petition that has been filed with the Ohio Secretary of State for independent joint candidates for Governor and Lieutenant Governor, Jon Heavey and Adam Hudak.

Petition examination and verification must be complete, and the certification forms sent electronically to the Secretary of State's Office not later than 10:00 a.m. on Monday, July 2, 2018. The original part-petitions must be returned to the Secretary of State's Office via a trackable delivery method and received **not later than Thursday, July 5, 2018 but not earlier than Monday, July 2, 2018.**

**INSTRUCTIONS**

Before checking any petition, the board must review the instructions contained in [Chapter 11 of the Election Official Manual](#) regarding the review of circulator's statements and signatures and marking signatures.

Remember that a signature on a nominating petition "is not valid if it is dated more than one year before the date the nominating petition was filed."<sup>1</sup> The nominating petition was filed with the Ohio Secretary of State's Office on May 7, 2018.

**PART-PETITION BELONGS TO ANOTHER COUNTY**

If you receive a part-petition that belongs to another county, please follow the process outlined below. **It is imperative that a copy of a part-petition belonging to another county is transmitted to the other county as quickly as possible for signature verification.**

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<sup>1</sup> R.C. 3513.262.

In the event that a board receives a part-petition on which the majority of signatures on the part-petitions are in another county, that board of elections may not determine the validity of that part-petition or review the signatures contained on it. Instead, the board must follow the steps below to send a **copy** of the part-petition to the correct county:

1. Contact the Director or Deputy Director at the other county board by phone to notify him or her that your board will be forwarding a scanned copy of a part-petition(s) via email to the email address provided;
2. Complete Section A of the Part-Petition Transfer Form and select the Compose Email button;
3. Attach to the email the scanned copy of the part-petition(s) to be transferred and send the email;
4. The email will be sent to the email address provided by the county which was contacted and will also be automatically cc'd to staff within the Elections Division. The email will contain two attachments: the Part-Petition Transfer Form and the scanned part-petition(s); and
5. After emailing the form and the scanned part-petition(s), print the completed Part-Petition Transfer Form, attach it to the original part-petition(s), and place it in the Part-Petition Transfer Envelope.

Once a board receives a part-petition from another county, it must:

1. Open the Part-Petition Transfer Form attached to the email and complete Section B;
2. Print the form;
3. Process the part-petition(s); and
4. Attach with a binder clip the Part-Petition Transfer Form to the scanned part-petition(s) and place in the Part-Petitions Transfer Envelope provided.

When the board returns its checked part-petition(s) to the Secretary of State's Office, place the Part-Petition Transfer Envelope on top of the checked part-petition(s) so it can be easily located and retrieved from the package. The board must indicate on the Petition Certification and Report Form if any part-petitions were received from or sent to another county.

### **FULFILLING PUBLIC RECORDS REQUESTS**

Your board of elections may receive a public records request for copies of the part-petitions. Boards should consult with their statutory legal counsel, the prosecuting attorney before rejecting, fulfilling, or responding to any public records request.

### **PUBLIC INSPECTION OF PART-PETITIONS**

The part-petitions must be open to public inspection at the board office from Friday, June 15, 2018 through 4:00 p.m. on Saturday, June 30, 2018.<sup>2</sup>

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<sup>2</sup> R.C. 3513.262.

## **CERTIFICATION & RETURN OF PART-PETITIONS**

As soon as the board finishes verifying the signatures on your county's part-petitions, you must return a completed certification form. The certification form must be completed and submitted electronically via Elect Collect by clicking the "Submit" button. It also must be saved and printed. The Director must sign the form and return the signed certification form to Emily Bright-Woeste via email to [ebright@ohiosecretaryofstate.gov](mailto:ebright@ohiosecretaryofstate.gov).

**All certification forms must be received by 10:00 a.m. on July 2, 2018.**

Once the certification form has been submitted, county boards of elections must promptly return the original part-petitions to the Secretary of State's Office, 180 East Broad Street, 15th Floor, Columbus, Ohio 43215, via a trackable delivery method **not later than Thursday, July 5, 2018 but not earlier than Monday, July 2, 2018**. All part-petitions must be received by the Secretary of State's Office no later than Thursday, July 5, 2018.

If you have any questions concerning this Directive, please contact the Secretary of State's elections counsel assigned to your county at (614) 466-2585.

Sincerely,

  
Jon Husted