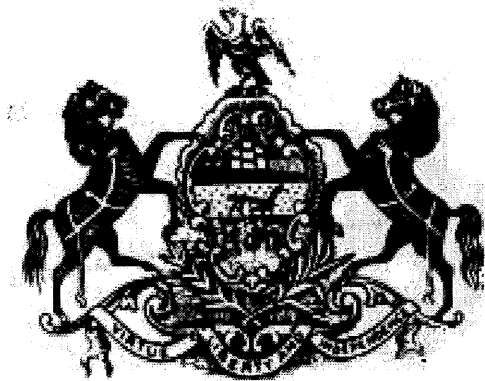


NOMINATION PETITION FILING

INFORMATION AND INSTRUCTIONS

FOR CANDIDATES



For more information contact:

THE GREENE COUNTY ELECTION OFFICE

93 East High Street, Waynesburg, PA 15370

Phone: 724-852-5230

Hours: 8:30AM - 4:30PM

A. CONTENTS OF YOUR CANDIDATE PETITION PACKET

Your candidate petition packet contains the following:

- Candidate Filing Instructions
- Offices Up for Election in 2025/Signature Requirements and Filing Fees
- Important Dates to Remember
- Statement of Financial Interests (Not applicable to Election Board candidates)
- Petition(s)

PETITION

Check that you have the correct **type** of petition for the office you are seeking:

<u>If You Are Running For:</u>	<u>Type Of Petition/Color:</u>
Judge of Election or Inspector of Election	15 name petition – white (Only 2 affidavit sections on back)
Borough or Township Office	15 name petition – white (3 affidavit sections on back)
School Director	15 name petition – white (3 affidavit sections on back)
City Office	15 name petition – white (3 affidavit sections on back)
County Office	107 name petition – white
Magisterial District Judge	107 name petition - white
Constables	15 name petition – white (3 affidavit sections on back)

See the “Signature Requirements and Filing Fees” handout for the number of signatures required to be filed for the office you are seeking.

B. CIRCULATING AND FILING DATES

First legal day to circulate and file nomination petitions: **February 18, 2025**

DO NOT CIRCULATE OR COLLECT SIGNATURES PRIOR TO THIS DATE

Last legal day to circulate and file nomination petitions: **March 11 2025**

FILE EARLY! SAVE TIME! SAVE FRUSTRATION! The Election Office encourages candidates to file petitions as early as possible. Save yourself time and the frustration of waiting in long lines to file your petition on the last few days or final day to file. Additionally, if there is a problem with your petition, you may not have adequate time to correct it.

AS A CANDIDATE, IT IS YOUR RESPONSIBILITY TO COMPLETE ALL YOUR PAPERWORK.... If your paperwork is not complete you will be asked to step aside to finish it and then go to the end of the line so that we can keep the lines down and keep everyone moving.

D. CIRCULATING YOUR PETITION

INFORMATION ABOUT CIRCULATORS

Circulators are encouraged to read the “Statement of Circulator” on the back of the petition before circulating the petition. **AFTER** the signatures on the petition have been collected, the circulator will then fill out the “Statement of Circulator” on the back of the petition.

A candidate may circulate his/her own petition; however, someone else from the **same** political party can also circulate your petition for you. If someone other than the candidate circulates the petition, make sure the circulator meets the necessary qualifications. A circulator **must** be registered to vote in Greene County and the same political party. **Exceptions:** Magisterial District Judges and a School Director candidate who is “cross filing” petitions - see Section I.

PLEASE NOTE: There are changes made to the Affidavit of Circulator on the petition as well as the section in the instructions relating to this portion of the petition. PLEASE KEEP IN MIND, CANDIDATES SHOULD BE AWARE THAT THE NOMINATION PETITIONS MAY BE CHALLENGED IN COURT ON THE BASIS THAT THE CIRCULATOR DOES NOT RESIDE IN THE DISTRICT. IN THAT EVENT, THE COURT WOULD DETERMINE WHETHER TO ENFORCE THE RESIDENCY REQUIREMENT IMPOSED BY THE ELECTION CODE.

The part of Section 909 of the Pennsylvania Election Code, 25 P.S. § 2869, that requires the circulator of a nomination petition to be a resident of the relevant political district in the petition will not be enforced pursuant to advice received from the Pennsylvania Office of Attorney General in Villa v. Aichele, No. 13-cv-06374 (E.D. Pa 2013).

INFORMATION ABOUT SIGNERS

A petition signer **must** be registered to vote in the same political party as the candidate **and** in the same electoral district as the candidate. (School Director candidates who are “cross filing” petitions, see Section I.)

CAUTION! Each signer **must** write his/her own name **and** completely fill out **all** the required information on the petition for himself/herself. Signers are also cautioned to **not** use ditto marks (" ") for any piece of information on the petition. Be aware that the signers **must** use their 911/physical address not their PO Boxes or their Treasure Lake Box address. Also, be sure that they put their municipality in which they live, i.e. if they live in Lawrence Township but their mailing address is Greene, they need to put Lawrence Township.

E. NUMBER OF SIGNATURES REQUIRED

See the “Signature Requirements and Filing Fees” handout for the number of signatures required to be filed for the office you are seeking.

Candidates are strongly encouraged to file **more** than the required number of signatures.

Section 3. "Waiver of Expense Account Reporting"

Please read this section carefully. If the oath applies to you, then complete this section. (Judge of Election and Inspector of Election **do not** have this section on their petitions)

The 4 lines on the **left-hand** side of this section are to be completed by a notary. The candidate must complete the 4 lines on the **right-hand** side of this section.

Prior to the petition's notarization, the circulator may complete lines 2, 3 and 4. **Line 1 for your signature is to be signed in the presence of a notary.** The information below is to appear on the **right-hand** side of this section:

Line 1: Signature of candidate (must be done in the presence of a notary)

Line 2: Printed name of candidate

Line 3: Candidate's complete address, including name of city or town

Line 4: Name of candidate's municipality (i.e., city, borough or township)

The following information **must** appear on the line asking for "**Election District of Candidate**":

- Record the name of the jurisdiction in which you are seeking office.
- School Director candidates **must** state the name of the school district **and** region/district number, if applicable.
- See explanation of "Electoral District" in Section C.

Section 4. "Candidate Information for the Ballot"

This section is **EXTREMELY IMPORTANT** and **MUST be completed by the candidate**. This must be done **PRIOR** to filing the petition in the Election Office. The information contained in this section is used, exactly as it is recorded, for placement of the candidate's name on the ballot.

Party: Name of political party you are registered in and for which nomination is being sought.

Office: Record the correct title of the office you are seeking.

City, Borough, Township: Record the name of the municipality in which you are registered.

Ward: Applicable to Waynesburgh Borough.

Region/District: For School District candidates only - Record the name of the school district **AND** region/district number, if applicable.

Term: Record the term of office you are seeking, i.e., 2-year, 4-year or 6-year.

Petition To Have Name Of: You must record your name **EXACTLY** as it appears on your voter registration record. This is also how your name will appear on the ballot. **NOTE:** If you wish to change your voter registration, you must do so **prior** to circulating your petition.

I. CROSS FILING INFORMATION FOR SCHOOL DIRECTORS AND MAGISTERIAL DISTRICT JUDGES

SCHOOL DIRECTORS

Candidates for School Director may “Cross File” nomination petitions. “Cross Filing” means submitting a petition for **two different** recognized political parties (currently Republican and Democratic). Thus, the candidate can submit a petition for the political party he/she is registered in **and** submit a **separate** petition for the opposite political party.

For the petition circulated in the **same party** of the candidate: The candidate, or a circulator registered in the same political party as the candidate, may circulate the petition. The petition signers **must** be registered to vote in the same party **and** school district/region as the candidate.

For the petition circulated in the **opposite party** of the candidate: The candidate may not circulate this petition. The circulator **must** be registered in the opposite political party of the candidate. The petition signers **must** be registered to vote in the opposite political party of the candidate **and** registered in the same school district/region as the candidate.

MAGISTERIAL DISTRICT JUDGES

Candidates for Magisterial District Judges may “Cross File” nomination petitions. “Cross Filing” means submitting a petition for **two different** recognized political parties (currently Republican and Democratic). Thus, the candidate can submit a petition for the political party he/she is registered in **and** submit a **separate** petition for the opposite political party.

Political Party Affiliation for circulators is not required for MDJ’s. For Example: the Candidate is registered in the Democratic Party but wants to cross file. The candidate can be the circulator for both the Democratic Petition and the Republican Petition.

FINANCIAL INTEREST STATEMENTS FOR CROSS FILED CANDIDATES

You **MUST** file a Financial Interest Statement with **BOTH** petitions. Failure to do so is a fatal flaw. The Election Office will not accept your petition if it is not attached.

K. WHAT TO BRING WHEN YOU FILE YOUR PETITION

You **MUST** bring the following items when you file your petition:

1. PETITION(S)

- If someone **other than the candidate** is filing the petition, see Section H.
- If you need the notary to notarize your petitions, an approved form of ID

2. COPY OF THE COMPLETED “STATEMENT OF FINANCIAL INTERESTS”

- See Section A above or the back page of the “Statement of Financial Interests” for the location to file the **original** copy. The original copy **must** be filed in the appropriate location **no later than March 11, 2025**.
- Not applicable to candidates for Judge of Election or Inspector of Election.

3. FILING FEE (IF APPLICABLE)

- To determine if a filing fee is required for the office you are seeking, see Section G for information on “Filing Fee and Form of Payment”.

TAX COLLECTORS

Individuals running for the office of tax collector, **for the first time**, must include a report of criminal history record from the PA State Police, (in accordance with 18 Pa.C.S. Ch. 91) when filing their nomination petition with the county board of elections. This report must be obtained within 1 year for the date of filing of the petition.

This does not apply to current or past tax collectors.

GREENE COUNTY BOARD OF ELECTIONS
2025 MUNICIPAL ELECTION
PRIMARY PETITION REQUIERMENTS

County Offices

<u>Office</u>	<u>Signatures</u>	<u>Term</u>	<u>Filing Fee</u>
Controller	250	4 years	\$100.00
Recorder of Deeds	250	4 years	\$100.00
Sheriff	250	4 years	\$100.00

Magisterial District Judge

<u>Office</u>	<u>Signatures</u>	<u>Term</u>	<u>Filing Fee</u>
District Judge	100	6 years	\$50 per party *

* Can cross file both parties

Borough Offices

<u>Office</u>	<u>Signatures</u>	<u>Term</u>	<u>Filing Fee</u>
Mayer	10	4 years	None
Council	10	4 years	None
Tax Collector	10	4 years	None

Township Offices

<u>Office</u>	<u>Signatures</u>	<u>Term</u>	<u>Filing Fee</u>
Supervisor	10	6 years	None
Tax Collector	10	4 years	None
Auditor	10	6 years	None

School District Offices

<u>Office</u>	<u>Signatures</u>	<u>Term</u>	<u>Filing Fee</u>
School Director	10	4 years	None *

* Can cross file both parties

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF ELECTIONS

2025 PENNSYLVANIA ELECTIONS IMPORTANT DATES TO REMEMBER

First day to circulate and file nomination petitions	February 18
Last day to circulate and file nomination petitions	March 11
First day to circulate and file nomination papers.....	March 12
Last day to file objections to nomination petitions	March 18
Ballot lottery	March 19
Last day for withdrawal by candidates who filed nomination petitions	March 26
Last day to REGISTER to vote in the primary	May 5
Last day to apply for a mail-in or civilian absentee ballot	May 13
Last day for County Boards of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.).	May 20
MUNICIPAL PRIMARY	May 20
Last day for County Boards of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on May 19).....	May 27
Last day to circulate and file nomination papers	August 1
Last day to file objections to nomination papers	August 8
Last day for withdrawal by candidates nominated by nomination papers	August 8
Last day for withdrawal by candidates nominated at the primary	August 11
Last day to REGISTER to vote in the November election	October 20
Last day to apply for a mail-in or civilian absentee ballot	October 28
Last day for County Boards of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.).	November 4
MUNICIPAL ELECTION	November 4
Last day for County Boards of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on November 3)	November 12
(Since November 11 is a legal holiday, the deadline moves to the next business day, which is November 12, 2025. 25 P.S. § 2603(e)).	

Note: All dates in this calendar are subject to change without notice.

GREENE COUNTY BOARD OF ELECTIONS

AFFIDAVIT FOR USE OF NICKNAME ON BALLOT

COMMONWEALTH OF PENNSYLVANIA }
COUNTY OF GREENE } SS:

Whereas, I have continuously and routinely transacted business and social affairs in the name listed below, and;

Whereas, I am widely known in the community and by the electorate under the name listed below, and;

Whereas, refusal to place the name listed below on the ballot will confuse the voters to the extent that their right to vote for the candidate of their choice will be diminished;

Therefore, I hereby request my name be printed upon the ballot as:

Print Name to Appear on Ballot

Sworn to and subscribed before me this

_____ day of _____, 20 _____

Signature of Notary Public

My commission expires: _____

SEAL

Signature of Candidate

Printed Name of Candidate

Street Address

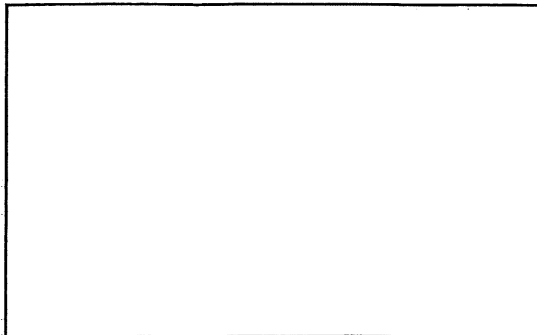
City State Zip

City, Borough, or Township

Election District (Precinct)

Office Seeking Nomination

Political Party



Date/Time Received

GREENE COUNTY BOARD OF ELECTIONS

PHONETIC PRONUNCIATION OF CANDIDATE NAME

Although the pronunciation of many names is obvious, some names require assistance. If your name is often mispronounced, please advise us in the correct pronunciation. Your phonetic spelling will be used to prepare the audio ballot for the visually impaired.

Candidate Name to Appear on Ballot

Phonetic Spelling – Pronunciation

Signature of Candidate

Date

Office Seeking Nomination

Election District (Precinct)

Examples:

Melanie Ostrander	Au-strander	Martin Scorsese	skor-SEH-see
Jane Liley	Ligh-lee (rhymes with highly)	Pete Buttigieg	Boot-a-judge
John Barowski	Ba-ROFF-skee	Ben Roethlistberger	ROTH-lis-burger
Emily Nguyen	WIN	Julianne Hough	Huff (rhymes with rough)
Joe Zielensky	Zi-lins-kee	Amanda Seyfried	SIGH-fred
Guy Reschenthaler	REH-shen-thaw-lur	Kamala Harris	Comma-la