

DIRECTIVE 2010-39
March 4, 2010

TO: ALL COUNTY BOARDS OF ELECTIONS

RE: List of Certified Primary Candidates

REPORTING FORMS

We have enclosed forms for your report to the Secretary of State's office of the candidates certified to the ballot for the May 4 primary election for the following offices:

- Representative to Congress,
- State Senator,
- State Representative,
- State Central Committee,
- Judge of Court of Appeals,
- Judge of Court of Common Pleas,
- County Commissioner,
- County Auditor, and
- Other county office for unexpired term.

If your board has prepared a list of certified candidates that includes the following:

- office sought,
- party affiliation,
- name and address of candidate,
- the division of the common pleas court (if applicable),
- term commencing (if applicable), and/or
- term ending date for any unexpired terms (if applicable),

your board may send that list instead of completing the forms.

Please forward the completed forms or the board's prepared list of certified candidates to the Secretary of State's office **no later than March 10** to the attention of Kathy Malott via:

Email: kmalott@sos.state.oh.us, or
Fax: 614-752-4360, or
U.S. Mail: Secretary of State's Office – Elections Division
Attn: Kathy Malott
P.O. Box 2828, Columbus, OH 43216

Only the most populous county for a district must report the candidates. If your county is not the most populous county in a district, please *do not* return a report form for that district's candidates.

Should any candidate be disqualified, withdraw, or die, please notify the Secretary of State's office in writing immediately. You may email the notification to Kathy Malott at kmalott@sos.state.oh.us or fax it to her at 614-752-4360.

As the information you are providing will be used in published lists and for the Secretary of State Election Night Reporting System, it is critically important that all names are spelled correctly and that party affiliation and addresses are accurate. If applicable, please include the date that a term commences for full terms and the date that a term expires for unexpired terms. As soon as we compile all the candidate information, we will send a copy of the candidate list to all boards of elections for verification of your county's candidate information.

If you have any questions regarding these forms, please call Melanie Poole or Kathy Malott in the Elections Division at 614-466-2585.

Sincerely,

Jennifer Brunner