



Jon Husted
Ohio Secretary of State

180 East Broad Street, 16th Floor
Columbus, Ohio 43215
Tel: (877) 767-6446 Fax: (614) 644-0649
www.OhioSecretaryofState.gov

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

Re: Voter List for Jury Commission

BACKGROUND

This office was recently contacted by the Ohio Judicial Conference requesting uniform instructions for boards of elections regarding the statutory duty for boards of elections to “compile and file with the commissioners of jurors of the county a certified, current list containing the names, addresses and dates of birth of all electors of the county ... for the most recent general election” and to “remove from the list of all electors those electors who have failed to vote at least once during the preceding four consecutive years.”¹

INSTRUCTIONS

On the date ordered by the common pleas court, the director of the board of elections shall prepare the current voter file for the county and file it with the commissioners of jurors.

The file compiled by the board of elections must include all electors registered in that county for the most recent general election regardless of active status (i.e., include voters in both active-active and active-confirmation status) except that the board of elections must remove from the file any elector who has not voted in at least one election during the preceding four calendar years. The file layout must only include full name, registration address, and date of birth.

In the event that you do not have a standard report that meets these statutory requirements, you must contact your voter registration system vendor to create one.

Sincerely,


Jon Husted

¹ R.C. 2313.06(A)(1).