Filing Checklist

Use this checklist to ensure all required documents, fees, and forms are complete and accurate before submitting your filing. Move through each section carefully and check off each item once completed.

☐ Verified Petition Forms for Accuracy

You carefully reviewed all petition sheets before submission.

Confirm the following:

- All required fields completed
- Signatures are legible
- Addresses are complete
- Dates are filled correctly
- No duplicate entries
- Collector/witness sections completed properly

Total signatures collected: _____
Target requirement: _____

You are submitting clean, compliant paperwork.

☐ Verified Signature Buffer

You collected more than the minimum required to protect against invalidation.

- Signatures required: _____
- Signatures submitted: _____
- Buffer amount: _____

You are not cutting it close.

☐ Prepared Filing Fee (If Required)

You confirmed the exact filing fee and prepared payment correctly.

- Filing fee amount: $_____
- Payment method accepted: _____
- Payment prepared: Yes / No

You are prepared to submit without delay.

☐ Confirmed Treasurer & Committee Forms

All required campaign registration and treasurer forms are complete.

- Treasurer appointment form completed
- Committee registration confirmed
- Any required disclosures completed

Forms reviewed by treasurer: Yes / No

You are compliant on all structural requirements.

☐ Confirmed Submission Location

You verified exactly where and how filing must occur.

- Submission location: _____
- Submission method (in-person / online / mail): _____
- Office hours confirmed: Yes / No

You know precisely where to go.

☐ Confirmed Submission Deadline

You verified the exact date and time filing closes.

- Final filing deadline: _____
- Time of day filing closes: _____

You plan to file before the final day whenever possible.

☐ Prepared Filing Packet

You assembled all required materials together in advance.

- Petition forms organized
- Required forms included
- Payment included (if applicable)
- Copies made for your records

You are organized and prepared.

☐ Scheduled Filing Day

You selected a specific date to file.

- Filing date: _____
- Who will attend with you (if anyone): _____

You are treating filing as a milestone moment.

☐ Double-Checked Everything

Before submission, you conducted a final review.

☐ Petition count verified
☐ Forms reviewed
☐ Signatures reviewed
☐ Deadlines confirmed
☐ Copies secured

You minimized preventable errors.

☐ Ready to File

After completing this checklist:

☐ I am ready to submit my filing documents.
☐ I need to correct outstanding issues before filing.

Outstanding issues (if any): _____

You are prepared to cross the official threshold.

Before moving forward:

If your filing packet is complete and verified, you are ready for Filing Day — the moment you officially become a candidate.