

Candidate Handbook

and Resource Guide

26TH STATE SENATE DISTRICT SPECIAL PRIMARY ELECTION MARCH 24, 2009

(Conducted by the Registrar-Recorder/County Clerk)

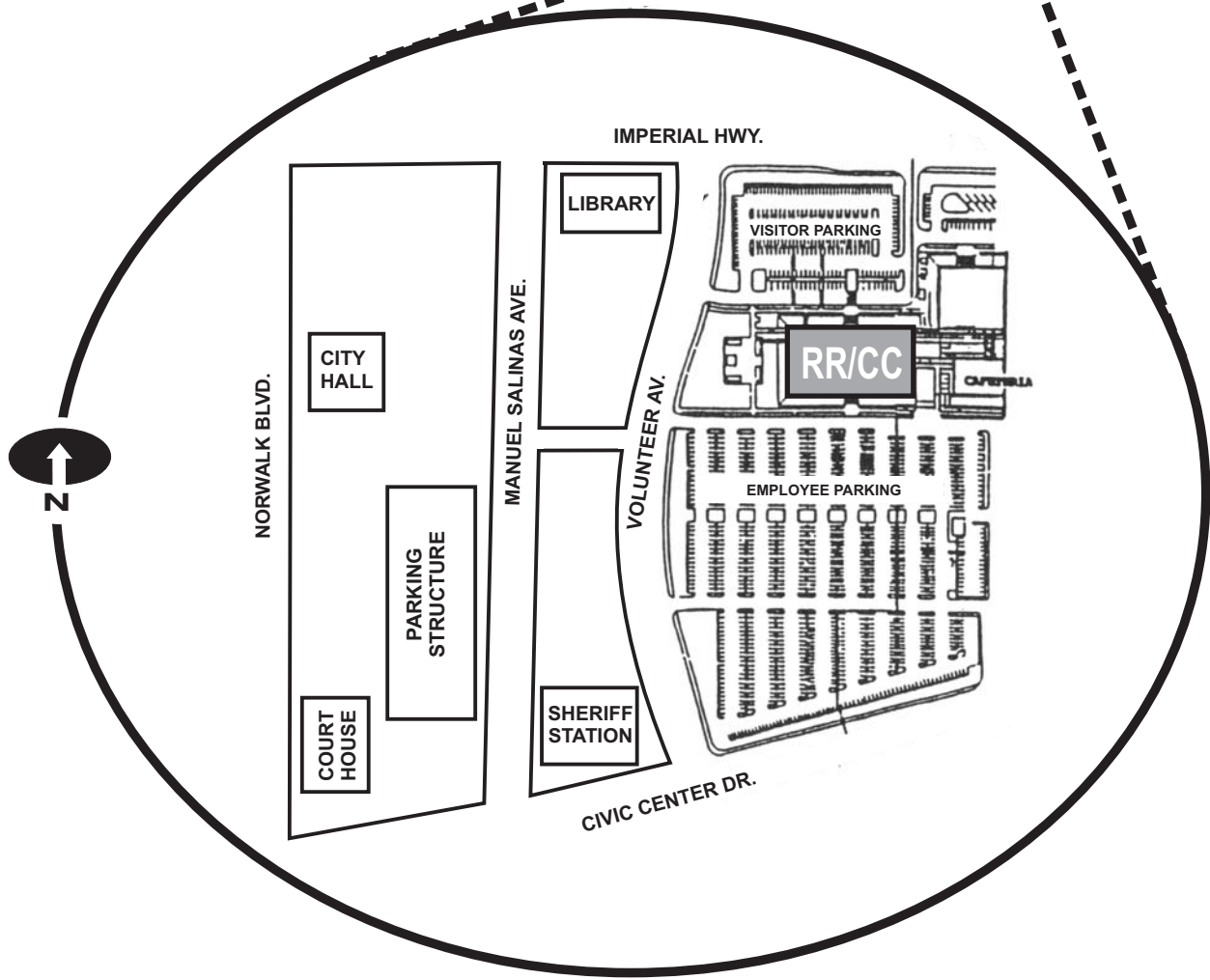
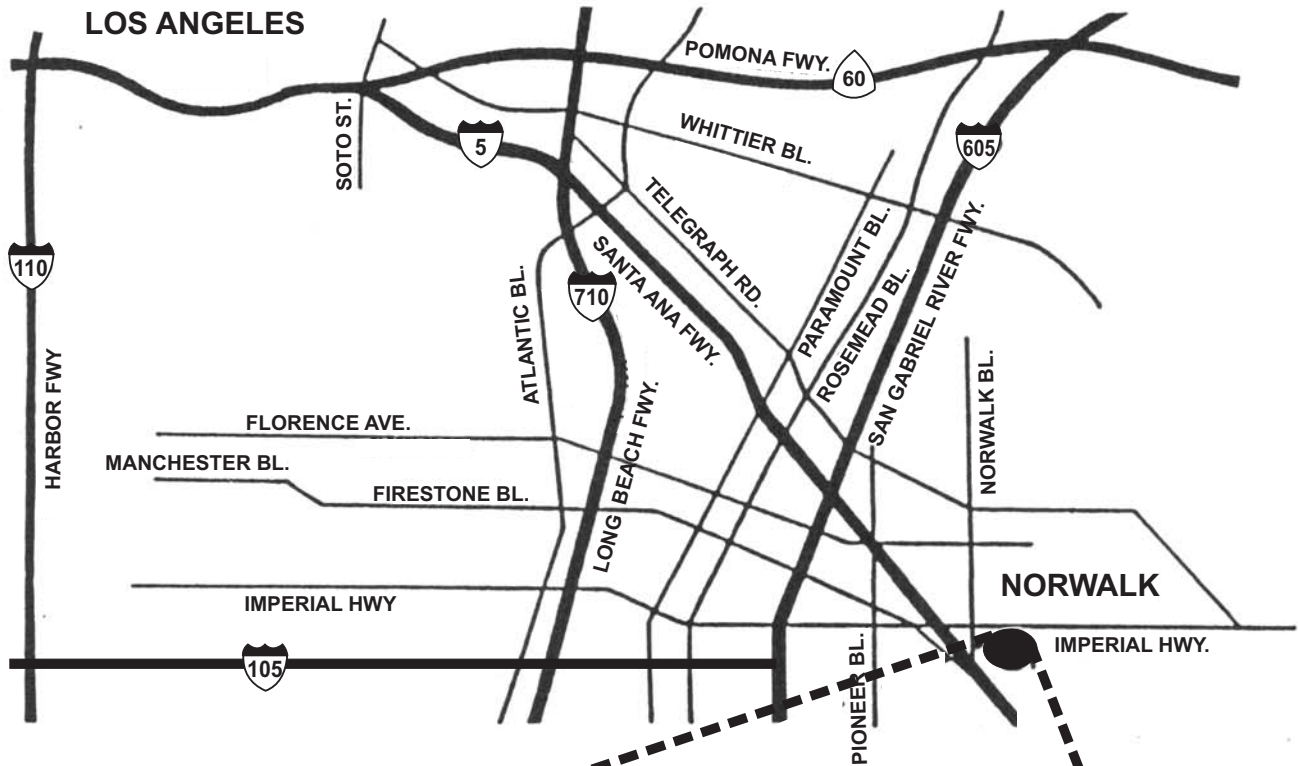
SPECIAL ELECTION MAY 19, 2009

(Consolidated with Los Angeles City General Municipal Election)



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Registrar-Recorder/County Clerk
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COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
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NOTICE

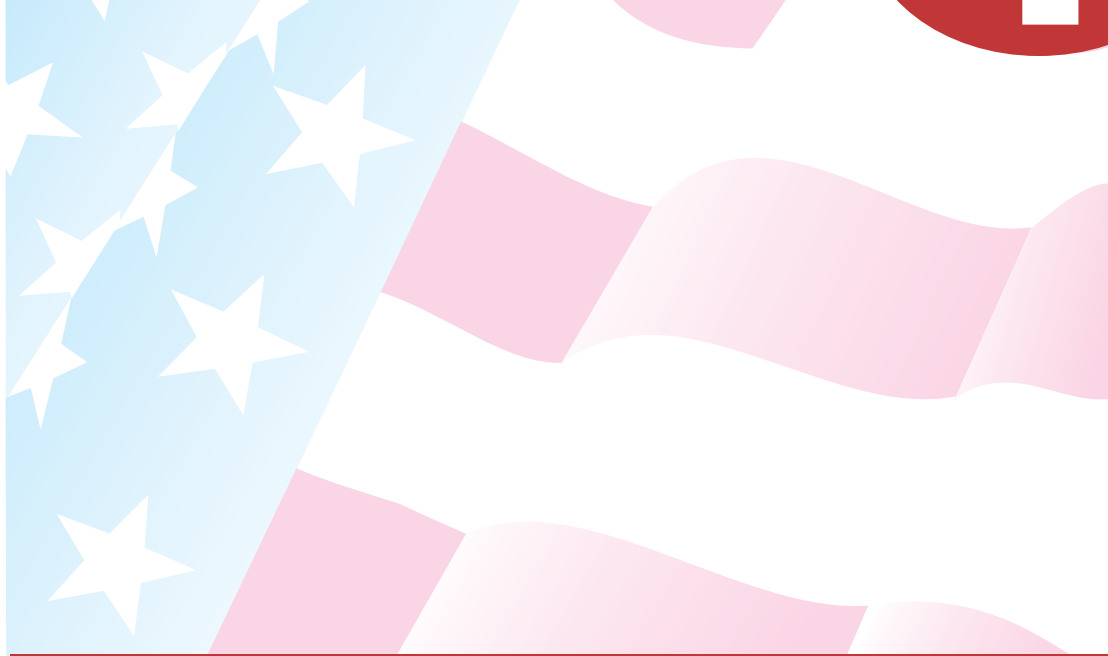
This Candidate Handbook & Resource Guide has been prepared to assist you in filing documents relating to the election. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and is for general guidance only.

Please note that it is not within the purview of this office to determine whether a candidate meets the requirements for holding office. Individuals with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

Candidates and others using this Handbook & Resource Guide must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

Section

1



Candidate Handbook

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Chapter 1

CALENDAR OF EVENTS

CALENDAR OF EVENTS

26TH STATE SENATE DISTRICT SPECIAL ELECTION TO FILL VACANCY

MARCH 24, 2009 – SPECIAL PRIMARY ELECTION

(Conducted by the Registrar-Recorder/County Clerk)

MAY 19, 2009 – SPECIAL GENERAL ELECTION

(Consolidated With Statewide Special Election)

IMPORTANT NOTICE

All documents are to be filed with and duties performed by the Registrar-Recorder/County Clerk unless otherwise specified.

DATES		EVENTS
DEC.10 (Th) E-104		GOVERNOR'S PROCLAMATION On this date the Governor issued the proclamation calling the special election. (E. C. §§ 10700 & 10703 & Govt. Code § 1773)
DEC. 10 (Tu) E-104	JAN. 26* (M) E-57*	PETITION FORMS FOR SIGNATURES IN LIEU OF FILING FEE Petition forms may be obtained to secure signatures in lieu of all or a portion of the filing fee. Signatures submitted on in lieu petitions may also be applied to the signature requirements on nomination documents if signers are affiliated with same political party as candidate. The Supplemental petitions must be filed no later than February 9, 2009 . (E. C. §§ 8061 & 8106)
JAN. 20 (Tu) E-63	FEB. 9 (M) E-43	NOMINATION PERIOD (INCLUDING INDEPENDENT CANDIDATES) First and last day to circulate and leave nomination documents for examination and certification. Candidate must also file a Declaration of Candidacy during this period (E. C. §§ 8020, 8028, 8040, 8041,8062 & 10704) CANDIDATE STATEMENTS During this period candidates for state legislative office agreeing to voluntarily limit their campaign expenditures may submit a statement for inclusion in the sample ballot. The statement (shall not exceed 250 words) and the estimated fee must be submitted by this date. (Govt. Code § 85601)

*Date adjusted due to weekend and/or holiday

DATES		EVENTS
JAN. 26* (M) E-57*		<p>SIGNATURES IN LIEU PETITIONS – DEADLINE</p> <p>Last day for candidates to file signature in lieu petitions. Candidates will be notified within 10 calendar days of filing the petition of any deficiency. Candidate may then, prior to the close of the nomination period, submit a supplemental petition or pay the pro rata portion of the filing fee to make up the deficiency. (E. C. §§ 8061, 8105 & 8106)</p>
JAN. 26 (M) E-57	MAR. 10 (Tu) 5 P.M. E-14	<p>STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS</p> <p>A name written on a ballot will not be counted unless the person has filed a statement of write-in candidacy and nomination papers during this period stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 & 8601)</p>
FEB. 9 (M) E-43		<p>NOMINATION PERIOD DEADLINE</p> <p>Last day for all candidates to file nomination documents. (E. C. §§ 8020, 8040, 8062 and 10704)</p>
FEB. 10 (Tu) E-42	FEB. 19 (Th) E-33	<p>PUBLIC EXAMINATION PERIOD – CANDIDATE STATEMENTS/CANDIDATE NAMES AND BALLOT DESIGNATIONS</p> <p>During this period candidate statements, candidate names and ballot designations shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. (E. C. § 13313)</p> <p>TRANSLITERATION REVIEW PERIOD</p> <p>First and last day candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official no later than the last day of the review period.</p>

*Date adjusted due to weekend and/or holiday

DATES		EVENTS
FEB. 10 (Tu) E-42		RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE The Secretary of State shall hold a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)
FEB. 12 (Th) E-40		COPIES OF VOTER INDEX Date voter index available to candidates and committees at a cost of fifty cents (\$.50) per thousand names. (E. C. § 2184)
FEB. 12 (Th) E-40	MAR. 3 (Tu) E-21	MAIL OFFICIAL SAMPLE BALLOT BOOKLETS An Official Sample Ballot Booklet shall be mailed to each voter in the district during this period. (E. C. § 13303)
FEB. 13 (F) E-39		CERTIFICATION OF NOMINATION DOCUMENTS TO SECRETARY OF STATE Last day for county elections official to certify and transmit nomination documents to Secretary of State. (E. C. § 10704)
FEB. 17* (Tu) E-35*		CERTIFIED LIST OF CANDIDATES Last day for the Secretary of State to send the certified list of candidates to the county elections official.
FEB. 23 (M) E-29		POLLWORKERS AND POLLING PLACES – APPOINTMENT Last day to appoint pollworkers and designate polling places. A notice of appointment shall be mailed to each pollworker appointed. (E. C. §§ 12286, 12307 & 12319)

*Date adjusted due to weekend and/or holiday

DATES		EVENTS
FEB. 27 (F) E-25	MAR. 17 (M) E-7	VOTE BY MAIL — FIRST AND LAST DAY TO APPLY Between these dates (both dates inclusive) applications may be filed. Applications received prior to the 25th day preceding the election will be kept and processed during this period. (E. C. §§ 3001 & 10704)
MAR. 9 (M) E-15		REGISTRATION CLOSES Last day to register or transfer to vote in the election. (E. C. § 2107)
MAR. 10 (Tu) 5 P.M. E-14		WRITE-IN CANDIDATES DECLARATION DEADLINE Last day for a candidate to file a declaration of candidacy stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 & 8601) BILINGUAL PRECINCT OFFICER LIST Last day to prepare list of appointed bilingual precinct officers. (E. C. § 12303)
MAR. 16* (M) E-8*		TALLY CENTER LOCATION PUBLICATION Not later than this date a notice specifying the public place to be used as the Central Tally Center for counting the ballots shall be published once in a newspaper of general circulation within the District. (E. C. § 12109)

*Date adjusted due to weekend and/or holiday

DATES	EVENTS
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<p>MAR. 17 (Tu) 5 P. M. E-7</p>	<p>POLLING PLACES PUBLICATION Not later than this date, a list of polling places for each precinct shall be published once in a newspaper of general circulation within the District. (E. C. § 12105 & Govt. Code § 6061)</p> <p>CANVASS VOTE BY MAIL BALLOTS The canvass may commence on the 7th day before the election but the results of the Tally shall not be released until after the polls close. (E. C. § 15101)</p> <p>COMPUTER PROGRAM TO SECRETARY OF STATE Last day to send copy of computer vote counting program and Certificate of Logic and Accuracy Test to Secretary of State. (E. C. § 15001)</p>
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<p>MAR. 18 (W) E-6</p>	<p>MAR. 24 (Tu) ELECTION DAY</p>	<p>EMERGENCY VOTE BY MAIL Between these dates any voter may apply for a Vote By Mail Ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick up and return the ballot. (E. C. §§ 3021 & 3110)</p>
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DATES	EVENTS
MAR. 24 (Tu) 8 P.M. ELECTION DAY	ELECTION DAY Polls open 7 A.M. and close 8 P. M. (E. C. §§ 10703 & 14212) NOTE: If at the hour of closing, there are any qualified voters in the polling place or in line at the door, who have not been able to vote since appearing, the polls shall be kept open a sufficient amount of time to enable them to vote. (E. C. § 14401) VOTE BY MAIL BALLOTS RETURNED—8 P.M. Last day for Vote By Mail ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. A designated family member may return the voted ballot under specified conditions. (E. C. §§ 3017 & 3020)

MAR. 25 (W) E+1	MAR. 27 (F) E+3	OFFICIAL CANVASS During this period the Registrar-Recorder/County Clerk will conduct the official canvass operations.
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MAR. 27 (F) E+3	COMPLETION OF OFFICIAL CANVASS Last day for the County Election Official to complete the Official Canvass and certify the results to the Secretary of State. (E. C. §§ 15301 & 15372)
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If any candidate receives a majority of all votes cast at the special primary election he or she shall be declared elected and the special general election shall not be held.

If no candidate receives a majority of votes cast at the special primary election, the name of the candidate of each qualified political party who receives the most votes cast for all candidates of that party shall be placed on the special election ballot as the candidate of that party. (E.C. § 10706)

MAY 19, 2009 – SPECIAL GENERAL ELECTION

NOTE: Candidate filing process will be conducted by the Registrar-Recorder/County Clerk. All other events will be conducted by Los Angeles City.

DATES		EVENTS
MAR. 23 (M) E-57	MAY 5 (Tu) E-14	STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS During this period, all write-in candidates must file their Statement of Write-In Candidacy and nomination papers with County Elections Official. (E. C. § 8601)
APR. 20 (M) E-29	MAY 12 (Tu) E-7	VOTE BY MAIL VOTERS – FIRST AND LAST DAY TO APPLY Applications may be filed between these dates (both dates inclusive). Applications received prior to the 29th day preceding the election will be kept and processed during this period. (E. C. §§ 3001 & 3003)
MAY 4 (M) E-15		REGISTRATION CLOSES Last day to register or transfer to vote in the election. (E. C. § 2107)
MAY 19 (Tu) 8 P.M.		ELECTION DAY Polls open 7 A.M. and close 8 P.M. (Los Angeles City Election Code § 140)
MAY 29 (F) E+10		COMPLETION OFFICIAL CANVASS Last day to complete and certify results. (Los Angeles City Charter § 404 & Los Angeles City Elections Code § 3007)

Chapter 2

CANDIDATE QUALIFICATIONS
AND ELIGIBILITY

CANDIDATE QUALIFICATIONS AND ELIGIBILITY

26TH STATE SENATE DISTRICT SPECIAL PRIMARY ELECTION – MARCH 24, 2009

OFFICE & QUALIFICATIONS	TERM OF OFFICE	NOMINATING SIGNATURES MIN. MAX	SALARY	FILING FEE
<p>Member of the 26TH State Senate District</p> <p>Must be a U.S. citizen. (Art. IV, § 2(c), Ca. Const.)</p> <p>Must be a registered voter and otherwise qualified to vote for the office at the time that nomination papers are issued. (E. C. § 201)</p> <p>TERM LIMITS – May not have served for more than two terms in the State Senate Since November 6, 1990. (Art. IV, § 2(a), Ca. Const.)</p>	<p>(Unexpired term) ending November 30, 2010. (Art IV, § 2 (a), Ca. Const;)</p>	<p>40 60 (E.C. § 8062)</p>	<p>\$116,208</p>	<p>\$1,162.08</p>
<p>PARTY AFFILIATION – Candidate must have been affiliated with party as shown by affidavit of registration, at least three (3) months prior to filing nomination documents, or for as long as he or she has been eligible to register to vote in the State. The candidate must not have been affiliated with any other qualified party within 12 months immediately prior to filing. (E. C. § 8001)</p> <p>PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. (E. C. §§ 13111 & 13112)</p> <p>CANDIDATE'S STATEMENT OF QUALIFICATIONS – Candidate must accept voluntary spending limits to their campaign expenditures in order to submit a candidate statement. The statement may not refer to opponents. (Maximum 250 words)</p>				

Revised 2/24/09

Chapter 3

SIGNATURES IN-LIEU
OF FILING FEE PETITIONS

SIGNATURES IN-LIEU OF FILING FEE PETITIONS

(E. C. Sec. 8106)

26th STATE SENATE DISTRICT SPECIAL PRIMARY ELECTION

SIGNATURES IN-LIEU OF FILING FEE – A candidate may submit a petition containing signatures of registered voters in-lieu of paying the filing fee in order to run for office. Candidates must submit signature in-lieu of the filing fee petitions at the time Nomination Documents are issued. The signatures submitted may cover all, or a prorated portion, of the filing fee.

Only official documents issued by the Registrar-Recorder/County Clerk may be used. The forms are available between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday - excluding holidays, at the **public counter** in the **Election Information Section** as listed below.

WRITTEN AUTHORIZATION FROM CANDIDATE — NOMINATION DOCUMENTS WILL NOT BE ISSUED TO OR ACCEPTED FROM AN UNAUTHORIZED PERSON.

The authorization must be signed by the candidate.

Nomination documents must be **Mailed or Delivered** to the following addresses:

MAIL	DELIVER
Registrar-Recorder/County Clerk Election Planning Section Second Floor, Room 2015 12400 Imperial Highway Norwalk, CA 90650	Registrar-Recorder/County Clerk Election Information Section Second Floor, Room 2013 12400 Imperial Highway Norwalk, CA 90650
(Indicate on envelope Nomination Documents Enclosed)	(Business Hours: 8:00 am to 5:00 pm)

The Registrar-Recorder/County Clerk's office **cannot** legally accept any candidate Nominating Documents sent via U.S. Mail or personal delivery, **WHICH ARE RECEIVED BY THIS OFFICE AFTER 5:00 P.M. on Friday, February 9, 2009.**

FILING FEE REQUIRED – State law requires that a filing fee be paid by the candidate at the time the Nomination Documents are issued. Signatures in-lieu of the filing fee must be submitted at the time the candidate applies for Nomination Documents. Filing fees may be paid in cash by certified cashier's check or personal check. Checks are to be made **payable to the Secretary of State. All filing fees** received by the Secretary of State and County Elections Officials **are non-refundable.** From **December 10, 2008 through January 26, 2009*** this office will furnish to each candidate, or his/her authorized representative, upon request and without charge, forms for securing signatures. If additional forms are required, the candidate may duplicate the forms.

*Date adjusted due to weekend and/or holiday

SIGNATURE IN-LIEU OF FILING FEE REQUIREMENTS (CONTINUED)

Valid signatures in-lieu of the filing fee are counted towards the number of signatures required on a Nomination Paper **provided the signatures are from registrants of the same party as the candidate.** Although valid signatures on signature in-lieu petitions may be applied to the **40 – 60 nominating petition signatures requirement,** the nominating petition forms cannot be submitted for purposes of filing Signature in-lieu petitions. Signatures are verified within ten (10) days after submission and the candidate is notified of the number of invalid signatures. If the requisite number of valid signatures has been met, no additional signatures are needed. If the requisite number has not been met, the candidate has the option of submitting additional signatures or paying the prorata amount of the filing fee to cover any invalid signatures. **If additional signatures are submitted, they must be filed by 5:00 p.m. on the last day to file nomination documents.**

Signature in-lieu of filing fee petitions must be filed no later than the applicable filing deadline. Nominating petition forms will be available commencing **Tuesday, January 20, 2009 and must be filed by 5:00 p.m. Monday, February 9, 2009.** A candidate of the American Independent, Green, Libertarian, or Peace and Freedom Parties who chooses to obtain signatures under Elections Code Section 8106(a)(6) must obtain the signatures of 10% of the registered voters in the district in which he/she seeks the nomination or 150 signatures, which ever is less.

SIGNATURE IN-LIEU OF FILING FEE REQUIREMENTS (CONTINUED)

DEMOCRATIC AND REPUBLICAN PARTY CANDIDATES

FILING FEE (1% of Salary)	NUMBER OF SIGNATURES REQUIRED IN-LIEU OF FILING FEE**	PRORATED DOLLAR VALUE OF EACH SIGNATURE**
\$1,162.08	3,000	\$0.38736

** Any registered voter who is a resident of the district may sign an in-lieu of filing fee petition for any candidate for whom he/she is eligible to vote. Signatures in-lieu of filing fee are counted toward the number of signatures required on nomination paper, provided that the signers are of the same political affiliation as the candidate.

Minor Party Candidates***

Minor party candidates can either:

- 1) Obtain 3,000 signatures of voters eligible to vote at election or
- 2) Obtain 10% of the registered voters affiliated with the same political party as the candidate or 150 signatures, whichever is less (as indicated below).

MINOR PARTY	NUMBER OF SIGNATURES REQUIRED**	PRORATED DOLLAR VALUE OF EACH SIGNATURE**
American Independent	150	\$ 7.74720
Green	150	\$ 7.74720
Libertarian	150	\$ 7.74720
Peace and Freedom	150	\$ 7.74720

NOTE: The Natural Law Party is no longer a qualified party.

*** *Minor Party: A qualified party whose registered voters constituted less than 5% of the registered votes in the State at the last statewide election. (E. C. § 8106)*

Chapter 4

GENERAL INFORMATION
AND FILING PROCEDURES FOR
CANDIDATES

GENERAL INFORMATION AND FILING PROCEDURES FOR CANDIDATES

26TH STATE SENATE DISTRICT SPECIAL PRIMARY ELECTION

All candidates must be registered voters at the time nomination documents are issued and otherwise qualified to vote for the office for which he or she is filing (E. C. § 201)

State law requires that all nomination documents contain the candidate's name and the elective office title to which he or she is seeking nomination or election, and be signed by the elections official at the time of issuance. Oral and written instructions regarding procedures to be followed in completing the nomination process are given to candidates or authorized agents when the forms are issued.

Only official documents issued by the Registrar-Recorder/County Clerk may be used. The forms are available at the Registrar-Recorder/County Clerk's Office, 12400 Imperial Highway, Norwalk, 2nd Floor, Room 2013, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding Saturdays, Sundays and holidays.

WRITTEN AUTHORIZATION FROM CANDIDATE - NOMINATION DOCUMENTS WILL NOT BE ISSUED TO OR ACCEPTED FROM AN UNAUTHORIZED PERSON. The authorization must be signed by the candidate.

FILING FEE REQUIRED - State law requires that a filing fee be paid by the candidate at the time the nomination documents are issued. Filing fees may be paid in cash, or by certified cashier's check or personal check. Checks are to be made **payable to the Secretary of State. All filing fees** received by the Secretary of State and County Elections Official **are non-refundable.**

CANDIDATE CANNOT WITHDRAW - There is no provision for withdrawal of candidacy once nomination documents are filed. (E. C. Sec. 8800)

ELECTION RESULTS - Because California State law allows a specified period after the election for the completion of the official canvass, results released on election night are considered semi-official. Vote by Mail Ballots which are returned to this office and at polling places on election day are not counted on election night. This is also true of provisional ballots which are cast at polling places. These ballots are processed during the official canvass to allow sufficient time for eligibility and/or signature verification. As a result, close races may not be determined until after the canvass is completed. Certified election results are released at the completion of the official canvass. **Refer** to the Calendar of Events in Chapter 1 of this Handbook for the date that the election results are scheduled to be certified.

NAME TO APPEAR ON THE BALLOT

The **ballot name** may be designated as follows:

- First, middle and last names.
- Initials only and last name.
- A nickname may be included but must be in parentheses () or quotation marks “ ”.
- A short version of the first name, such as “Bill for William,” “Dick for Richard” or “Kathy for Kathleen.”

NO TITLES OR DEGREES ARE ALLOWED IN THE BALLOT NAME. (E. C. § 13106)

WITHIN ONE YEAR OF ANY ELECTION, A CHANGE IN LEGAL NAME SHALL NOT APPEAR ON THE BALLOT UNLESS THE CHANGE WAS MADE BY MARRIAGE OR BY DECREE OF COURT. (E. C. § 13104)

TRANSLITERATION OF CANDIDATE NAMES – Candidates may request that their names be transliterated in those languages that do not use Roman characters as instructed by the Department of Justice. These languages include Chinese, Japanese and Korean. If applicable, candidates must complete a Transliteration Form and file it with their nomination documents by the specified deadline (43 days prior to the election). Candidates may review the transliteration of names and submit changes to the elections official no later than the last day of the review period, which is 33 days prior to the election but subject to change. To schedule a review of your transliterated name, you may call (562) 462-2730 or (562) 462-2832. Refer to Multilingual Voting Services Chapter of Section 2 of the Resource Guide for additional information.

NOTE: On Tuesday, February 10, 2009 the Secretary of State shall hold a public drawing to determine the order of Candidate names on the ballot by randomly drawing each letter of the alphabet.

BALLOT DESIGNATION PROVISIONS

SELECTING YOUR BALLOT DESIGNATION – The **ballot designation** describes the current profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name.

Ballot designations:

- Can be no more than three words.
- Must appear on the Declaration of Candidacy.
- Becomes public record once the information is filed on the Declaration of Candidacy. Ballot designations **cannot be changed after the final date to file nomination documents**.

The listing of a designation on the ballot is OPTIONAL. Only one of the following categories is allowed:

- 1) **Elective Office Title:** Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

Example A: Governing Board Member

Example B: Board member, XYZ School District

- 2) **Incumbent:** The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

- 3) **Appointed Incumbent:** The words **Appointed Incumbent** must be used **IF** the candidate was appointed to the office and is seeking election to that office. The word Appointed may also be used with the office title.

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

Exception: Candidates appointed to office in lieu of an election **do not** have to use the word appointed.

BALLOT DESIGNATIONS (continued)

- 4) **Principal Occupation:** No more than **three words** to either describe the current principal profession, vocation, or occupation of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

- 5) **Community Volunteer:** A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:
- a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
 - b) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.
 - c) A candidate is not engaged concurrently in another principal profession, vocation or occupation.
- 6) **No Occupation Desired:** If no ballot designation is requested, write the word "NONE" and place your initials in the space provided for ballot designation on the Declaration of Candidacy form.

FORMAT OF BALLOT DESIGNATION – Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to § 13107(f) of the California Elections Code. **Restrictions:** The rules governing ballot designations can be the subject of confusion. The California Secretary of State's ballot designation regulations are available at the public counter in the Election Information Section, 2nd Floor, Room 2013.

BALLOT DESIGNATION WORKSHEET – A Ballot Designation Worksheet that supports the use of that ballot designation is required to be filed with the Registrar-Recorder/County Clerk at the same time as the Declaration of Candidacy. If a candidate fails to file a Ballot Designation Worksheet, no designation will appear on the ballot.

(E.C. § 13107.3)

REJECTION OF BALLOT DESIGNATION – If the designation is in violation of any of the restrictions set forth in California Elections Code, the candidate will be notified by certified mail with a return receipt addressed to mailing address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot.

(E.C. § 13107(c))

BALLOT DESIGNATIONS (continued)

UNACCEPTABLE DESIGNATIONS – Pursuant to Elections Code §13107(b), the elections official shall not accept a ballot designation if:

- a. It would mislead the voter.
- b. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- c. It abbreviates the word “retired” or places it following any word(s) that it modifies.
- d. It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
- e. It includes the name of any political party, whether or not it has qualified for the ballot.
- f. It uses a word(s) referring to a racial, religious or ethnic group.
- g. It refers to any activity that is prohibited by law.

GUIDELINES TO ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):

- a. Is it true?
- b. Is it accurate?
- c. Does it mislead?
- d. Is it generic? (This means “IBM” is unacceptable, “Computer Company” is acceptable.)
- e. Is it neutral? (This means not for or against)
- f. Is it how this person makes a living?

Candidates may review their own ballot designation, as well as that of other candidates, in this office during working hours: **Tuesday, February 10, 2009**, through **Thursday, February 19, 2009 (Excluding Saturdays, Sundays and Holidays)**.

If you have any questions regarding the nomination procedures, please call the Election Planning Section at (562) 462-2317.


CANDIDATE NOMINATION PROCESS (continued)

AUTHORIZATION TO PICK UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS

Candidates who will have their Candidate Nomination Documents picked up and/or filed **via an Agent** must complete the AUTHORIZATION TO PICK UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS form.

Below is a **generic sample** of the Authorization Form.

1. Print candidate's (your) name.
2. Print the elective office title.
3. Print the Agent's name and phone number.
4. Check the box for each applicable form.
5. Complete the middle section of the form with, how you would like your name to appear on the ballot, along with the other information requested.
6. Complete the **INFORMATION FOR PUBLICATION** box.
7. Sign and date the form before giving it to your Agent.



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

**AUTHORIZATION TO PICK-UP AND/OR FILE
CANDIDATE NOMINATION DOCUMENTS**

ELECTION PLANNING SECTION
(562) 462-2317

I, _____, candidate for the office
CANDIDATE'S NAME — PLEASE PRINT
of _____ hereby authorize
OFFICE TITLE

AGENT'S NAME _____ (_____) AGENT'S PHONE NUMBER _____
AGENT'S NAME AGENT'S PHONE NUMBER

to receive and/or file the following nomination documents:

Please check applicable forms ()

<input type="checkbox"/> Signature in Lieu of filing fee Petitions	<input type="checkbox"/> Declaration of Candidacy
<input type="checkbox"/> Candidate Statement	<input type="checkbox"/> Nominating Petitions

I am aware that the Nomination documents must be properly executed and delivered to the County of Los Angeles Registrar-Recorder/County Clerk's Office no later than 5:00 p.m. on the last day to file such documents.

I request that my name be placed upon the ballot as follows: (Please print)

FIRST NAME _____ MIDDLE NAME OR INITIAL _____ LAST NAME _____
FIRST NAME MIDDLE NAME OR INITIAL LAST NAME

My residence address is:

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____
CITY STATE ZIP CODE

My telephone numbers are: (_____) _____ (_____) _____
DAYTIME EVENING

(_____) _____
FAX

My internet addresses are: WEBSITE _____ E-MAIL _____
WEBSITE E-MAIL

I would like the following information to be used for purposes of listings prepared and issued to the news media and/or the public. (If none given, the above information will be listed.)

INFORMATION FOR PUBLICATION

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____
CITY STATE ZIP CODE

DAYTIME PHONE: (____) _____ EVENING PHONE: (____) _____
DAYTIME PHONE EVENING PHONE

FAX: (____) _____
FAX

WEBSITE: _____ E-MAIL: _____
WEBSITE E-MAIL

CANDIDATE SIGNATURE _____ DATE _____
CANDIDATE SIGNATURE DATE

R1024 REV. 7/2005

CANDIDATE NOMINATION PROCESS

You are planning on filing as a candidate for elective office and want to know **“HOW DO I GET STARTED?”** There are seven (7) easy steps to the candidate nomination process:

STEP 1 – CANDIDATE REGISTRATION (Applying For Nomination Documents)

Candidates or authorized Agents are required to fill out a Candidate Registration and Qualification (CRQ) form providing the following information:

1. Print your name as you wish it to appear on ballot.
2. Print full name as registered to vote.
3. Print your Residence address.
4. Print your Phone/Fax numbers.
5. Print E-mail and/or Web site address.
6. Print address and telephone number for publication/media/internet.
7. Print elective office title for which you are applying.
8. Candidate or Agent must sign and date the form.

LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK CANDIDATE REGISTRATION & QUALIFICATION FORM						FOR OFFICE USE	
						<input type="checkbox"/> SIL _____ <input type="checkbox"/> NOM _____ <input type="checkbox"/> PROVISIONAL FOR REASON OF: _____ AGENT: _____	
NAME TO APPEAR ON BALLOT AS (Please Print IN ALL CAPS)							
FIRST		MIDDLE NAME OR INITIAL (and/or Nickname)			LAST		
NAME AS REGISTERED (if different from ballot name)							
RESIDENCE STREET ADDRESS							
CITY NAME						ZIP CODE	
TELEPHONE NUMBERS DAYTIME: ()		EVENING: ()		FAX: ()			
WEBSITE:						EMAIL:	
ADDRESS AND TELEPHONE NUMBER FOR PUBLICATION / INTERNET AND ISSUED TO NEWS MEDIA (if none given, above residence address and telephone numbers will be used)							
STREET ADDRESS							
CITY NAME						ZIP CODE	TELEPHONE NO.
OFFICE/TITLE (include District, Division or Office No.)							
						Initial if FULL TERM	
						Initial if UNEXPIRED TERM	
POLITICAL PARTY (Not Applicable to Non-Partisan Offices)							
ARE YOU AN INCUMBENT?		YES	NO	IF "YES" CHECK ONE	ELECTED	APPOINTED	APPOINTMENT DATE
"I am aware of the qualifications for office and understand this is not an official filing document."							
SIGNATURE OF CANDIDATE OR AGENT						DATE	
FILING FEE/SIGNATURE IN LIEU INFO				PRECINCT NUMBER		CONTEST CONTROL NO.	
FILING FEE §				RESIDENCE CHECKED <input type="checkbox"/>		PTY CODE	
DATE FILED				RE-REG (NEW ADDRESS) <input type="checkbox"/>		VOTER ID NO.	
NO. SIGNATURES		@ § EACH		DISTRICT CHECKED <input type="checkbox"/>		CANDIDATE FILING NO.	
BALANCE §				PARTY CHECKED <input type="checkbox"/>		CANDIDATE FILING NO.	
CASHIER'S INITIALS		RECEIPT NO.		CAMPAIGN FINANCE DISCLOSURE #		ABL OPER <input type="checkbox"/> SIL <input type="checkbox"/> NOM <input type="checkbox"/>	
REVIEWER'S TIME				INITIALS & DATE			
COMMENTS:							
ELECTION PLANNING COPY							
R1361P Rev. 6/11/05							

The Candidate Registration and Qualification form is also available on-line at www.lavote.net. Information on the form is used in preparing the nomination documents. It is important that the information is accurate. This information will be printed on listings distributed to the news media and the general public. **CANDIDATE QUALIFICATIONS ARE VERIFIED AT THIS TIME.**

CANDIDATE NOMINATION PROCESS (continued)

STEP 2 – ISSUING NOMINATION DOCUMENTS

An **Application for Nomination Documents** is prepared from information provided on the Candidate Registration and Qualification (CRQ) form.

This application must be signed by the candidate or an authorized Agent acknowledging awareness of:

1. Qualifications for office.
2. Campaign statement filing requirements.
3. Last day to file nomination papers.
4. Receipt of candidate handbook.

Candidate or Agent must verify that the candidate information, including the name to appear on ballot, office title, addresses, telephone/fax numbers, e-mail and web site are printed correctly on all forms.

The form is titled "COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK APPLICATION FOR NOMINATION DOCUMENTS". It includes a seal of the County of Los Angeles. The form is divided into several sections:

- Signature and Awareness:** A section for the candidate or authorized representative to sign and date. It includes a list of four items the applicant is aware of: 1. Qualifications for Candidacy for office, 2. Requirements for filing Campaign Statements, 3. Election Candidate Handbook was received, 4. Last day to file Nomination Papers. There is a box for "PETITION SIGNERS REQUIRED" with sub-sections for "SIGNS IN LIEU" and "NOMINATION".
- Timing:** A section for "Which is" followed by a blank box and "5:00 P.M.". Below this are fields for "FULL TERM" and "UNEXPIRED TERM", each with a sub-field for "(PLEASE INITIAL)".
- Filed Information:** Fields for "(CANDIDATE or AUTHORIZED REPRESENTATIVE)", "(FILED BY)", and "(DATE FILED)".
- Ballot Information:** A section for "NAME TO APPEAR ON BALLOT", "OFFICE AND DISTRICT", "FILING NUMBER", "ELECTION NUMBER", "CONTEST NUMBER", "PARTY (IF APPLICABLE)", and "ISSUE DATE".
- Personal Information:** Fields for "OCCUPATION", "RESIDENCE ADDRESS" (Street, City, Zip Code), "TELEPHONE NUMBERS" (Evening, Daytime, Extension, Fax), "E-MAIL" (with the example "benjaminallen@gmail.com"), and "WEB SITE".
- Publication Information:** Fields for "PUBLICATION ADDRESS" (Street, City, Zip Code), "SIGNATURE IN LIEU", "DECLARATION OF INTENTION", "NOMINATION PAPERS", and "PUBLICATION PHONE".
- Incumbent Status:** A field for "INCUMBENT (Elected/Appointed)".
- Candidate Name Fields:** Fields for "FIRST", "MIDDLE", "NICKNAME", "LAST", "SUFFIX", "SHORT NAME", "CRD #", and "EI #".

THE CANDIDATE HANDBOOK AND RESOURCE GUIDE, A CAMPAIGN FINANCIAL DISCLOSURE PACKET AND NOMINATION PETITION FORMS IF APPLICABLE, ARE ISSUED AT THIS TIME.

CANDIDATE NOMINATION PROCESS (continued)

STEP 3 – DECLARATION OF CANDIDACY (Completing Nomination Documents)

A Declaration of Candidacy Form is prepared from information provided on the Candidate Registration and Qualification form. This declaration form must be signed by the candidate acknowledging name and designation (occupation) requested to be printed on the ballot. Candidate must verify that the addresses, telephone/fax numbers/e-mail are correct for publication and provide the following required information:

1. Fill in your name and designation (occupation) to appear on ballot. Refer to Name to Appear on the Ballot and Ballot Designation Provisions in this Chapter.
2. Fill in your residence, business and mailing addresses.
3. Fill in day time, evening and telephone numbers (Fax numbers, e-mail and web site address information is optional).
4. If you are an incumbent, list the name of public office you presently hold.
5. Print name in space provided in "Oath of Office".
6. Fill in place of execution and date.
7. Sign name under penalty of perjury that information is true and correct.

The top section of the form is titled "Declaration of Candidacy" and includes the following fields and instructions:

- Three "OFFICIAL FILING FORM" headers for REGISTRAR-RECORDER/COUNTY CLERK, LOS ANGELES COUNTY, with fields for "By:" (Elections Deputy) and "Date Received:".
- Section: **Declaration of Candidacy** (Elections Code Sections 200, 8040, 10226, 10511, 10602, and Code of Civil Procedure Section 2015.5)
- Text: "I, _____, hereby declare myself a _____ candidate for nomination to the office of _____, to be voted for at the _____ Election to be held on _____." with checkboxes for "Full term, or" and "Unexpired term ending".
- Text: "I hereby request that my name and ballot designation appear on the ballot as follows:"
- Field: "NAME AS IT WILL APPEAR ON BALLOT" (with "000000" in the left margin).
- Section: **BALLOT DESIGNATION REQUIRED** (with instructions to print principal profession, business or occupation in 3 words or less, and a note that ballot designation is optional).
- Text: "I declare that the foregoing Ballot Designation is true and in conformance with Section 13107 of the Elections Code." and a note for federal and state offices.
- Fields for Residence, Business, and Mailing addresses (City, State, Zip Code).
- Fields for E-Mail, Phone No., and Web site.
- Text: "NOTE: Candidates for Judicial Offices are not required to state their residence address on this form." and "IMPORTANT: BACKSIDE OF PAGE MUST ALSO BE COMPLETED".

The bottom section of the form includes the following fields and instructions:

- Text: "I am at present an incumbent of the following public office (if any):" followed by "NAME OF PUBLIC OFFICE".
- Oath: "I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."
- Text: "I meet all the statutory and/or constitutional qualifications for this office (including but not limited to citizenship, residency, and party affiliation, if required). If nominated by petition I will accept the nomination/office and will not withdraw my candidacy from the primary or general election."
- Text: "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct."
- Text: "Executed by me in _____, California, this _____ day of _____ in the year _____." followed by "Signature of Candidate".
- Text: "FOR USE BY REGISTRAR-RECORDER/COUNTY CLERK'S OFFICE".
- Text: "Examined and certified by me this _____ day of _____ in the year _____." followed by the seal of the Registrar-Recorder/County Clerk and the name "CONNOR B. MCCORMACK, Registrar-Recorder/County Clerk".
- Text: "By _____, Elections Deputy".

NOTE: THIS FORM MUST BE NOTARIZED IF IT IS SIGNED OUTSIDE OF THE STATE OF CALIFORNIA.

CANDIDATE NOMINATION PROCESS (continued)

STEP 4 – BALLOT DESIGNATION WORKSHEET

If candidate submits a ballot designation, the “Ballot Designation Worksheet” shall be filed with the elections official at the time the candidate files his or her Declaration of Candidacy Form. If candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate’s name on the ballot.

BALLOT DESIGNATION WORKSHEET

Name of Candidate: _____

Office Sought: _____

Daytime Telephone Number: _____ Evening: _____

FAX Number: _____ E-Mail Address: _____

Name of Attorney (or other person authorized to act in your behalf)

Telephone Number: _____

FAX Number: _____ E-Mail Address: _____

PROPOSED BALLOT DESIGNATION: _____

1st Alternative: _____

2nd Alternative: _____

Describe what you do and why you believe you are entitled to use the requested ballot designation. If using the title of an elective office, you may submit a copy of your certificate of election or appointment.

Your Job Title: _____

Dates in Position: _____

Name of Employer or Business: _____

Person(s) who can verify this information:
Name(s): _____

Telephone Number(s): _____

To the best of my knowledge and belief, the above-requested ballot designation(s) represent my true principal profession(s), vocation(s), and/or occupation(s) that I am entitled to use as my ballot designations pursuant to §13107 of the California Elections Code.

Signed this _____ day of _____, 200____, in _____
(Location)

(Signature)

You may attached any documents or exhibits that you believe support your proposed ballot designation. These documents will not be returned to you, so **do not submit originals**.

CANDIDATE NOMINATION PROCESS (continued)

STEP 5 – NOMINATION PAPER FORM is prepared from information provided on the Candidate Registration and Qualification form. A prospective candidate must submit nomination papers containing **40 – 60 signatures**.

SIGNER QUALIFICATIONS

Must be a registered voter and resident of election area at the time of signing.

Must be affiliated with the same political party as shown in the Nomination Paper.

1. EACH SIGNER must print and sign own name and include residence address.

Exception: A signer who is unable to personally affix his/her own name and/or address on the petition may be assisted by another person. The voter must however, affix his/her own mark/signature on the petition. Two witnesses to signature (or mark) are required and such witnesses must also sign their names.

- Married women must sign own name, not husband's.
- P.O. Box numbers or mailing addresses are not acceptable.

CIRCULATOR QUALIFICATIONS

Must be a registered voter and resident of the election area in which the candidate is to be voted on, i.e., District or Division.

Exception: Any registered voter of the State who is a candidate for any office may obtain signatures and sign his/her own nominating petitions regardless of whether the candidate resides in the jurisdiction.

If district includes more than one county, the circulator can only circulate the petition in the county in which he or she resides.

Only one circulator is allowed to circulate a petition section.

Circulator completes "Affidavit of Circulator" **in own handwriting. DO NOT TYPE.**

- Fill in appropriate information in blank spaces.
- Fill in **dates signatures were obtained.**
- Fill in execution **date** and **place of signing.**
- Sign name.**

OFFICIAL FILING FORM
Register/Qualify/County Clerk
Los Angeles County

Nomination Paper
Elections Code Sections 100, 104, 104.5, 104.6, 104.7, 104.8, 104.9, 104.10, 104.11, 104.12, 104.13, 104.14 and Code of Civil Procedure Section 2012.0

FILED IN COUNTY
JERRY ELLERRE/CHANG
P.O. _____
City _____
Date Received _____

I, the undersigned signer for _____, candidate
for the _____ nomination to the office of
_____ Party.

Full term, or Unexpired term ending _____, to be voted for at the
Election to be held on _____ hereby asserts as follows:

I am a registered voter of the election area in Los Angeles County and a resident at the address shown on this paper and affiliated with the _____ Party.

I am not at this time a signer of any other nomination paper of any other candidate for the above-named office, or in case there are several places to be filled in the above-named office. I have not signed more nomination papers than there are places to be filled in the above-named office. My residence is currently set forth after my signature hereto.

Signer must personally affix his/her own printed name, signature and residence address.

NAME (AS REGISTERED)	RESIDENCE ADDRESS (ONLY) WITH CITY & ZIP	COUNTY
EXAMPLE Name: Mary Smith Sign: <i>Mary Smith</i>	100 W. Main St. L.A. 90012	
1 Name: _____ Sign: _____		
2 Name: _____ Sign: _____		
3 Name: _____ Sign: _____		
4 Name: _____ Sign: _____		
5 Name: _____ Sign: _____		
6 Name: _____ Sign: _____		
7 Name: _____ Sign: _____		
8 Name: _____ Sign: _____		

04/11/2009

Signer must personally affix his/her own printed name, signature and residence address.

NAME (AS REGISTERED)	RESIDENCE ADDRESS (ONLY) WITH CITY & ZIP	COUNTY
EXAMPLE Name: Mary Smith Sign: <i>Mary Smith</i>	100 W. Main St. L.A. 90012	
9 Name: _____ Sign: _____		
10 Name: _____ Sign: _____		
11 Name: _____ Sign: _____		
12 Name: _____ Sign: _____		
13 Name: _____ Sign: _____		
14 Name: _____ Sign: _____		
15 Name: _____ Sign: _____		

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file in the proper time and in the proper place any nomination paper in his/her possession which is entitled to be filed under the provisions of Elections Code Section 10202.

AFFIDAVIT OF CIRCULATOR
(Affidavit must be completed in circulator's own handwriting)

I, _____ Print Name _____, declare that I am a registered voter of the district or political subdivisions in which the candidate is to be voted on. I have been appointed to serve as a circulator to secure signatures in the County of Los Angeles in this nomination paper.

of _____ as a candidate for the nomination of
the _____ Party (Complete for Partisan Offices only) for the
office of _____ I circulated
this petition section and I witnessed each of the appended signatures being written. To the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be. My residence address
is _____.

All signatures to this document were obtained between _____ Month and Day _____ Year and _____ Month and Day _____ Year.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ Date _____ at _____ Place of Signing _____

Signature of Circulator _____

04/11/2009

CANDIDATE NOMINATION PROCESS (continued)

STEP 6 – FILING NOMINATION DOCUMENTS

Listed below are mandatory and optional documents to be filed for candidacy. It is the obligation of the candidate to ensure that filing requirements and deadlines are met. All candidates are urged to file documents as early as possible to avoid a last minute rush.



DOCUMENTS	APPLIES TO	FOR FURTHER INFORMATION CONTACT
Nomination Papers	All Candidates	Election Planning Section (562) 462-2317
Declaration of Candidacy	All Candidates	Election Planning Section (562) 462-2317
Ballot Designation Worksheet	All Candidates	Election Planning Section (562) 462-2317
Candidate Statement Form	Available only for state legislative candidates agreeing to voluntarily limit their campaign expenditures	Election Planning Section (562) 462-2317
Transliteration Form	All Candidates	Multilingual Voting Services Section (562) 462-2730 (562) 462-2832
Candidate Campaign Statement Forms	All Candidates	Campaign Finance Disclosure Section (562) 462-2339

STEP 7 – Receive a Candidate Receipt for Nomination Documents

CANDIDATE RECEIPT FOR NOMINATION DOCUMENTS			
The following documents have been received.			
NOMINATION (Date / Initials) Declaration of Candidacy or Affidavit of Nominee _____ Nominating Petition _____ Supp. Nominating Petition _____ Candidate Qualification Confirmation: (Judicial, Sheriff & DA) _____ Transliteration Form _____ Candidate Statement (Optional) _____		CAMPAIGN (Date / Initials) Confirmation Notice (700) _____ Statement of Economic Interests (700) _____ 470 Declaration (Short Form) _____ Code of Fair Campaign Practices _____ 800 Election Campaign Declaration (CA, Assessor, Sheriff, Supervisor) _____ 809 Deposit of Personal Funds Declaration _____	
NAME TO APPEAR ON BALLOT			
OFFICE AND DISTRICT		FILING NUMBER	
		ELECTION NUMBER	
		CONTEST NUMBER	
PARTY (IF APPLICABLE)		ISSUE DATE	

Chapter 5

CANDIDATE STATEMENTS

ESTIMATED COST OF CANDIDATE STATEMENTS

APPROXIMATE REGISTRATION (AS OF 11/10/08)	ESTIMATED COST	WHO PAYS?
391,468	\$10,500 For English only – 1 page	Candidate Pays In Advance
	\$21,000 For English & Spanish – 2 pages	Candidate Pays In Advance
	\$42,000 For English & Spanish – 4 pages	

WORD LIMIT ALLOWED IS 250 WORDS

California law permits state legislative candidates to file a candidate statement to be printed and mailed to voters in the Official Sample Ballot Booklet. Candidates who voluntarily choose to limit their campaign expenditures in accordance with **Proposition 34** by filing a **Fair Political Practices Commission** "FPPC" Form 501 (refer to Chapter 8) may submit a candidate statement. Filing of a candidate statement is not mandatory but is permitted if the candidate desires to file and pay the appropriate fee.

NOTES

1. **ALL CHECKS FOR CANDIDATE STATEMENTS ARE TO BE MADE PAYABLE TO THE REGISTRAR- RECORDER/COUNTY CLERK'S OFFICE.**
2. **CANDIDATE STATEMENTS MUST BE FILED NO LATER THAN 5:00 P. M. ON THE LAST DAY OF THE NOMINATION PERIOD.**

FORM AND STYLE

The candidate's statement should be prepared on a form provided by this office and filed with the Declaration of Candidacy form.

Statements must be neatly typed using upper and lower case letters. Use block paragraphs and single space format. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. Words to be printed in **boldface** type, underscored and/or CAPITALIZED are to be clearly indicated. However, the number of letters/words that can be in **boldface**, underscored or CAPITALIZED shall not exceed 30 words per 250 word statement.

All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line.

CANDIDATE STATEMENTS (Cont'd)

ADMINISTRATIVE GUIDELINES

FILING – Candidate statements shall be filed with this office no later than 5:00 p.m. on the last day of the candidate filing period.

WITHDRAWAL/CHANGES – Statements may be withdrawn (in writing), but not changed, during the period for filing candidate papers and until 5 p.m. of the next business day after the close of the candidate filing period.

DEPOSIT OF ESTIMATED FEE – A deposit of the estimated payment is required at the time the candidate statement is filed.

ESTIMATED COST

The form on which a statement is submitted is issued with the nomination documents and contains word limitations and estimated cost.

If a statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc. the printed statement may extend to two (2) pages. In these cases, the actual cost for the statement may double and additional cost may be billed to you after the election. **Refer to page 30** for the Word Counting Guidelines.

The estimated cost is determined prior to all information being available, therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

MULTILINGUAL TRANSLATIONS

Multilingual translations of candidate statements for voter information booklets may be provided in Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese for qualifying jurisdictions in accordance with National Voting Rights Act provisions and Department of Justice specifications. These booklets are sent only to voters who have requested translated material. Additional booklets are provided at the polling places on Election Day.

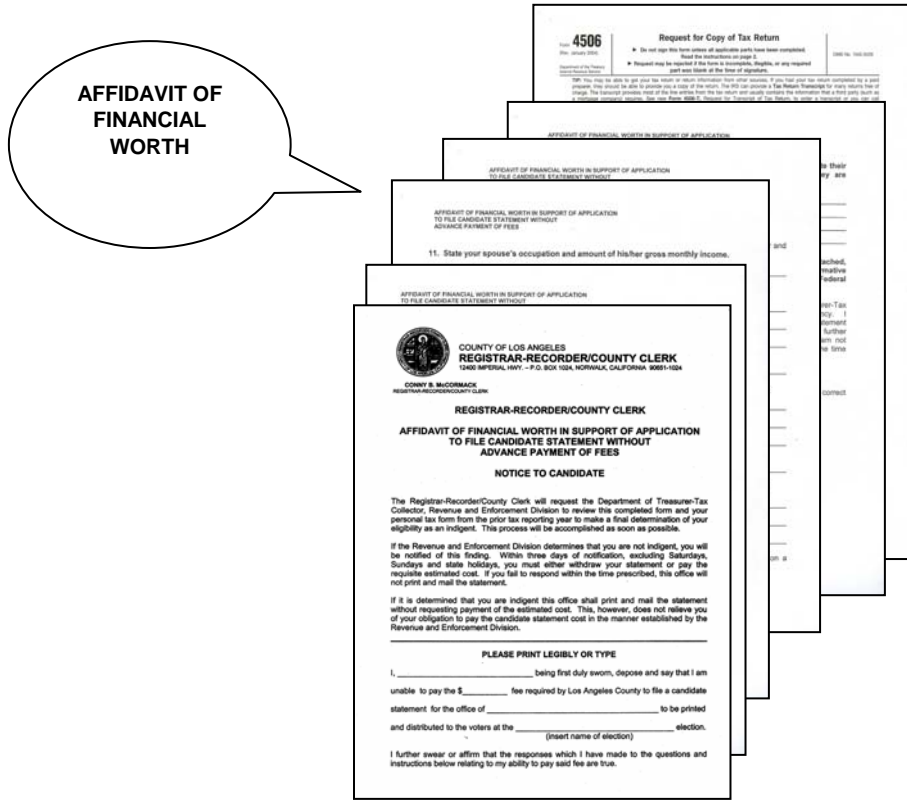
PUBLIC EXAMINATION PERIOD

Candidate statements are confidential until after the close of nomination period (**Friday, February 9, 2009 at 5P. M.**). Once the filing period closes, the statements are open to public examination for a ten (10) calendar day period. A fee may be charged to any person wishing to obtain a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material/data to be amended or deleted. (E. C. § 13311)

NOTE: This office will be closed on **February 14, 2009 (Saturday)**, **February 15, 2009 (Sunday)** and **February 16, 2009 (Holiday)**.

CANDIDATE STATEMENTS (Cont'd)

INDIGENT CANDIDATES – If a candidate alleges to be indigent and is unable to pay the advance fee for submitting a candidate statement, the candidate shall submit an Affidavit of Financial Worth to the local agency to be used in determining the candidate’s indigence eligibility. The affidavit shall be submitted by the candidate with his/her candidate statement by the specified deadline. The candidate shall certify under penalty of perjury the truth and correctness of the content of the affidavit. A determination shall be made whether or not the candidate is indigent and the local agency will notify the candidate of its findings. If a determination is made that the candidate is indigent, the local agency shall print and mail the statement without payment of the advance fee. The candidate will be billed the actual pro rata share of the cost following the election. If a determination is made that the candidate is **not** indigent, the candidate shall withdraw the statement or pay the requisite fee within three days of notification, excluding Saturdays, Sundays and State holidays.



STATEMENTS MUST BE FILED NO LATER THAN 5 P.M. ON THE LAST DAY OF THE NOMINATION PERIOD.

CANDIDATE STATEMENTS (Cont'd)

CANDIDATE STATEMENT FORM – This is an example of the Candidate Statement Form used by nonpartisan candidates in submitting their statement to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the packet each candidate receives when nomination documents are issued.

FRONT

CANDIDATE STATEMENT FORM — LEGISLATIVE OFFICES
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT

000000

STATEMENT OF:
 CANDIDATE FOR:

 ELECTION DATE:

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style DUTCH801 RM BT, size 10 point. However, statement can be submitted using any standard font. See reverse side for information and guidelines including formatting restrictions. Statements are **only** included in the Official Sample Ballot Booklet and **will not** be included in the Official Absentee/Vote by Mail Ballot Instructions and Guide.

BACK

CANDIDATE STATEMENT INFORMATION AND GUIDELINES
(Government Code Section 85601; Elections Code Sections 13307, 13311 and 13313)

GENERAL INFORMATION: Filing of a statement is optional and made available to candidates who accept voluntary expenditure limits. The elections official shall include the statement in the sample ballot booklet which is mailed to each registered voter.

FILING PERIOD: Statement must be filed no later than the close of business hours on the last day of the candidate nomination period.

WITHDRAWAL: A candidate statement cannot be changed or revised once it is filed. A candidate statement may be withdrawn by 5 p.m. of the next business day after the last day to file the statement.

CONTENTS: The body of the statement shall not exceed 250 words.

WORD COUNT: Please refer to the Candidate Handbook for detailed information regarding word counting guidelines.

FORMAT: Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. **Entire statements in all capital letters are not acceptable.** Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens. Words to be printed in **boldface type**, underscoring and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. However, the number of words/acronyms that can be in **boldface type**, underscoring and/or CAPITALIZED shall not exceed 30 words per a 250 word statement. All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein.

RESTRICTIONS: Any candidate statement submitted by a candidate shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates or to another candidate's qualifications, character, or activities. Any voter may request that the court strike any or all improper content in such a statement. In addition, no candidate statement shall be printed which the elections official determines is not so limited or which includes any reference prohibited.

PUBLIC EXAMINATION PERIOD: Candidate statements shall be confidential until the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During this period, a voter may file a writ of mandate or an injunction requiring any or all material to be amended or deleted.

ESTIMATED COST INFORMATION: The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements, or the length and/or format of the statement submitted. Accordingly, the elections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the elections official may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the elections official shall prorate the excess amount among the candidates and refund the excess amount paid.

ESTIMATED COST

The estimated cost of your English statement is \$ _____ The estimated cost of your English & Spanish statement is \$ _____

Please mark (x) one box: English English & Spanish

I have read and understand the provisions contained on this form and in the Candidate Handbook, and request that my statement as shown on the reverse side be printed as indicated.

Signature of Candidate _____
Date

Phone Numbers: () _____ () _____
Daytime Evening

OFFICE USE ONLY

Filed 501 Form (Accepted Limits) YES NO

Candidate File No.: 000000

Total No. of Words: _____

Total No. of Words in boldface, capital letters, and/or underscored: _____

By Deputy: _____

Project Code No.: _____ s:ablforms;legislative;ctsmnt

CANDIDATE STATEMENTS (Cont'd)

FORMAT AND STYLE INFORMATION

1. All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein.

STATEMENT OF JOHN DOE
PEACE AND FREEDOM CANDIDATE FOR
MEMBER OF THE STATE SENATE, 26TH DISTRICT
(Unexpired term ending December 1, 2010)

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are in a separate section of the Information Booklet.

ENHANCED WORDS: It is acceptable for some words or phrases to be bold, underlined, CAPITALIZED. Hyphens/dashes are allowed. The beginning of each paragraph may also be highlighted as shown in this example.

PARAGRAPHS: The candidate statement is printed in "block" paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space will appear between paragraphs, as shown in this example.

If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold.

I belong to the following organizations:

- PTA
- Chamber of Commerce
- Zoological Society
- Bridge Club

We can trust John Doe to protect and serve Any City, USA.
Vote for John Doe for Member of the State Senate, 26th District.

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

The California Elections Code and case law prohibit **CANDIDATES** from making any reference to another candidate or to another candidate's qualification, character or activities. If the **COUNTY ELECTIONS OFFICIAL** discovers improper content in a candidate statement, the **COUNTY ELECTIONS OFFICIAL** will notify the candidate and give the individual an opportunity to correct the improper language in the candidate statement. If the candidate refuses to correct the improper language, the **COUNTY ELECTIONS OFFICIAL**, as well as any other voter, may bring legal action against the candidate to correct the statement. The prevailing party may also be entitled to obtain attorney's fees for bringing the action.

The **COUNTY ELECTIONS OFFICIAL** will not accept language in a candidate statement that in any way makes reference to other candidates or to another candidate's qualifications, character, or activities pursuant to California Elections Code Section 13308. For these candidates, the **COUNTY ELECTIONS OFFICIAL** will remove the improper language from the statement and not allow it to be printed. The candidate will be notified of the improper language and its removal from the statement.

All prospective candidates may want to refer to California Elections Code Sections 13307, 13308, 13311, 13313, and 13314, as well as the California Court of Appeal ruling in *Dean v. Superior Court*, (1998 4th Dist.) 62 Cal. App.4th 638. However, this list is not exhaustive and candidates are solely responsible for preparation and submittal of candidate's statements that are in conformance with the law. A copy of the above described Elections Code Sections and the *Dean* decision are available from our office at no cost.

CANDIDATE STATEMENTS – WORD COUNTING GUIDELINES

(Elections Code Chapter 1. General Provisions, Section 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified 250 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as “&” (and), and “#” (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.
3. **GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.

EXAMPLE: “City of Los Angeles” = 1 word
“City and County of San Francisco” = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

EXAMPLE: UCLA, PTA, USMC, LAPD, U.S.M.C.

5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.

EXAMPLE: Attorney-at-law

6. **DATES...** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: 3/18 7/21/89

DATES... consisting of a combination of words and digits are counted as two (2) words.

EXAMPLE: July 21, 1983 18 June, 1987

7. **NUMERIC COMBINATIONS** are counted as one (1) word.

EXAMPLE: 1973 13 1/2 1971-73 5% 8/3/73 #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: \$1,000.00

MONETARY AMOUNTS consisting of a combination of words and digits are counted as two (2) words.

EXAMPLE: \$4 million

9. **NAMES OF PERSONS AND THINGS** are counted as individual words.

EXAMPLE: Gus Enwright (2 words)
L. A. Basketball Team (3 words)

10. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

EXAMPLE: 1-800-815-2666 1-562-462-2317

11. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

EXAMPLE: <http://www.co.la.ca.us> www.lavote.net <http://www.lacounty.info>

Chapter 6

INDEPENDENT CANDIDATES
INFORMATION

INDEPENDENT CANDIDATE INFORMATION

(Elections Code Section 8300)

INDEPENDENT CANDIDATES FILE IN SPECIAL PRIMARY ELECTION ONLY

To provide a method for nomination of nonpartisan candidates to partisan public offices, the independent nomination provisions of Part 2 of Division 8 of the Elections Code, beginning at Section 8300, were established.

A candidate filing as an independent candidate for partisan office must meet the following requirements:

1. Be a U.S. citizen.
2. Be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person.
3. Be registered with the political party whose nomination he or she is seeking for not less than three months immediately prior to the time the declaration of candidacy is presented to the county elections official or, if eligible to register for less than three months, for as long as he or she has been eligible to register to vote in California.
4. Not have been registered as affiliated with any other qualified political party within 3 months immediately prior to the filing of the declaration of candidacy.
5. Not have served for more than two terms in the State Senate since November 6, 1990.
6. Pay the requested filing fee or submit signatures in-lieu of filing fee.

FILING DEADLINE

JAN. 20* (Tu) Through FEB. 9 (M) 5:00 P.M.	E – 63 – 43	FIRST & LAST DAY TO FILE INDEPENDENT CANDIDATE DECLARATION OF CANDIDACY
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SIGNATURES REQUIRED ON NOMINATION PAPERS. – Nomination Papers for State Senator, to be voted for at a special election to fill a vacancy, shall be signed by voters in the district not less in number **than 500 or 1 percent** of the entire vote cast in the area at the preceding general election (**149,626**), whichever is less, nor more than **1,000**. For this election, the signature requirement is **1,000**.

PARTY DESIGNATION ON BALLOT – The word “Independent ”will be used as the party designation on the candidate’s Nomination Documents and on the ballot.

*Date adjusted due to weekend and/or holiday.

Chapter 7

WRITE-IN CANDIDATES

GENERAL INFORMATION FOR WRITE-IN CANDIDATES

(Election Code Sections 8600 & 8601)

A person who has not followed the usual procedure for placing his or her name on the ballot for the election may still be elected to office as a Write-In Candidate.

You may file the required forms to run for office as a write-in candidate no later than 14 days prior to Election Day.

A Write-In Candidate **is not required** to pay a filing fee.

FILING DEADLINE

JAN. 26 (M) Through MAR. 10 (Tu) 5:00 P.M.	E – 57 – 14	FIRST & LAST DAY TO FILE STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS
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The Statement of Write-In Candidacy forms must be filed with the Registrar-Recorder/County Clerk's Office NO LATER THAN 5 P.M. ON THE 14th DAY prior to the election.

WRITE-IN CANDIDATE'S DECLARATION OF CANDIDACY – Refer to the General Information for Nomination of Candidates in Chapter 4 of this handbook.

Write-In Votes Required For Nomination At the Special Primary Election

Votes last cast for office (November 7, 2006)	149,626
Write-In Votes required for nomination	1,497

CANDIDATE CAMPAIGN STATEMENT FORMS – If you have any questions regarding the completion of this form, contact the Campaign Finance Disclosure Section at (562) 462-2339.

ELECTION RESULTS FOR WRITE-IN CANDIDATES

Write-in election results are not determined until the canvass is completed. California election law allows a prescribed number of days for the conduct of the official canvass. During the official canvass, write-in ballots must be individually reviewed to determine if the Write-In Vote is for a qualified/unqualified Write-In Candidate and whether a voter has over voted. All aspects of the canvass shall be open to the public. **Write-In Votes are counted and certified in an election only if qualified candidates have filed the required nomination documents with the elections official.**

Section

2



**RESOURCE
GUIDE**

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2

RESOURCE GUIDE

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Chapter 1

CAMPAIGN FILING REQUIREMENTS

**CAMPAIGN FILING REQUIREMENTS FOR CANDIDATES AND CONTROLLED
COMMITTEES PARTICIPATING IN THE MARCH 24, 2009
26th SENATE DISTRICT SPECIAL PRIMARY ELECTION**

All candidates/committees are required by the Political Reform Act to meet the first campaign statement filing deadline regardless of activity. The period covered by any statement begins on the day after the closing date of the last statement or January 1 if no previous statement has been submitted. Monetary penalties may be assessed for failure to file required statements.

DEADLINE	2009 FILING REQUIREMENTS
FEB. 12, 2009	<p><u>FIRST CAMPAIGN STATEMENT</u> Candidates who have a controlled committee and committee primarily formed to support or oppose candidates or measures in this election at this time file a Form 460 to cover the period between January 1, and February 7, 2009. All other candidates who do not raise over \$1,000 file a Form 470. All reports must be received by personal delivery or first class mail. (Gov. Code § 84200.8)</p>
MAR, 12, 2009	<p><u>SECOND CAMPAIGN STATEMENT</u> The reporting requirements mentioned above apply to statements for the period between February 8 and March 7, 2009. All reports must be filed by personal delivery or guaranteed overnight service. (Gov. Code § 84200.8)</p>
WITHIN 24 HOURS BETWEEN MAR. 8 (Sun) AND MAR. 23 (Mon)	<p><u>LATE CONTRIBUTION AND/OR LATE INDEPENDENT EXPENDITURE REPORTS</u> Each candidate or committee that makes or receives a contribution (including a loan) of \$1,000 or more, or makes an independent expenditure of \$1,000 or more between March 8, 2009 and the election, must be filed by fax, guaranteed overnight delivery service or personal delivery within 24 hours. Regular mail may not be used. Gov. Code §§ 84203 & 84204)</p>
JULY 31, 2009	<p><u>SEMI-ANNUAL CAMPAIGN STATEMENT</u> Same requirements as above for the period between March 8, 2009 and June 30, 2009. (Gov. Code § 84200)</p>

CAMPAIGN DISCLOSURE FORMS

FORM 501

Candidates who **intend** to receive contributions from others for their campaign, must file a Candidate Intention Statement, Form 501 with the **Secretary of State's Office**.
(Gov. Code § 85200)

FORM 470

Candidates who **anticipate** receiving less than \$1,000 in contributions and spending less than \$1,000 during the entire calendar year, exclusive of the cost of a candidate statement, if paid from personal funds, may reduce their filing obligation by filing a Form 470, Candidate and Officeholder Campaign Statement-Short Form by February 12, 2009. No further statements need be filed for this election **unless** the \$1,000 threshold is reached.

Candidates who have filed a Form 470 and **thereafter** receive contributions or make expenditures totaling one thousand dollars (\$1,000) or more **are** required to file a 470 Supplement with 1) Secretary of State 2) the local filing officer and 3) each candidate contending for the same office. The notice must be sent within 48 hours of receiving or expending the one thousand dollars (\$1,000).
(Gov. Code § 84206)

FORM 410

Recipient committees, including any group, individual or candidate, that receive \$1,000 or more in contributions during a calendar year must file with the Secretary of State and the local filing officer a Statement of Organization, Form 410, within 10 days of receiving the contributions.
(Gov. Code § 84101)

FORM 460

A candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$1,000 or more during a calendar year in connection with the election, is required to file the recipient committee campaign statement Form 460. The Form 460 is also required if \$1,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.
(Gov. Code §§ 84200-84216.5)

FORM 497

A Late Contribution is a monetary or non-monetary contribution, including a loan, totaling \$1,000 or more from a single source and is made or received during the 16 days immediately preceding the election in which the recipient candidate is to be voted on.
(Gov. Code § 82036)

WHERE TO FILE

The original and one copy with the Secretary of State; and one copy with the Los Angeles County Registrar-Recorder/County Clerk, Campaign Finance Disclosure Section.

ADDRESSES FOR FILING CAMPAIGN FINANCE STATEMENTS

Registrar-Recorder of Los Angeles County

Campaign Finance Disclosure Section

Mailing Address: P.O. Box 1024

12400 Imperial Hwy., Room 2003

Norwalk, CA 90650

Fax: (562) 651-2548

Secretary of State

Political Reform Division

Mailing Address: P.O. Box 1467

1500 11th Street

Sacramento, CA 95812-1467

Fax: (916) 653-5054

STATEMENT OF TERMINATION - FORM 410, (see PART 5)

Candidates and their committees are required to file semi-annual statements every six months until all campaign activity ceases and Form 410 (see Part 5) is filed.

(Government Code Section 84214)

Detailed instructions for complying with the Political Reform Act are in each candidate's Campaign Finance Disclosure Packet

**FOR ADDITIONAL INFORMATION, CALL THE
CAMPAIGN FINANCE DISCLOSURE SECTION**

TELEPHONE (562) 462-2339 ♦ FAX (562) 651-2548

REVIEW OF REPORTING REQUIREMENTS
Campaign Disclosure Filing Requirements for ALL
Candidates and Committees

PLEASE READ CAREFULLY....

The Political Reform Act imposes certain duties and obligations on candidates, officeholders, committee treasurers and others participating in the political process. For example:

- Detailed records must be maintained for all financial activity; and contributions received for political purposes must not be commingled with personal funds.
- Campaign statements must be filed at specified times disclosing contributions received, expenditures made and other financial information. In some cases, candidates can avoid filing campaign statements by submitting a “Candidate and Officeholder Campaign Statement Short Form (Form 470).”
- Campaign statements must be hand delivered or postmarked as first-class mail by the legal filing deadline date established by law. NOTE: The **second pre-election statement** must be filed in person or guaranteed overnight delivery. Mail, which is not received by the filing officer, shall be presumed not to have been sent unless the filer possesses a postal receipt establishing the date of the deposit, and the name and address of the addressee.
- The Political Reform Act provides a formula for assessing late fines of original campaign statements filed in our office. The fine is \$10 per day, starting the day after the filing deadline, until the statement is filed; however, no liability may exceed the cumulative amount of reported contributions or expenditures, of \$100, whichever is greater.

The failure to submit a required statement is a misdemeanor. Persons who fail to submit required statements are referred to the Fair Political Practices Commission.

DEFEATED CANDIDATES

Must file campaign disclosure reports until:

- ♦ **Campaign committee has been terminated Form 410 (see Part 5)**

It is recommended that campaign disclosure statements be mailed by certified mail or by purchasing a certificate of mailing. This will eliminate any question regarding receipt of your statement.

Unsigned forms are incomplete and are not considered filed until they are signed.

Chapter 2

MULTILINGUAL VOTING
SERVICES

MULTILINGUAL VOTING SERVICES

OVERVIEW OF MULTILINGUAL (ML) VOTER SERVICES PROGRAM

BACKGROUND

Public Law 102-344 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English, Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese-speaking voters. In January 2000, the Department of Justice further directed this office to **transliterate** the names of candidates in those languages that do not use Roman Characters. (*Transliteration* is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.) These languages include Chinese, Japanese and Korean.



TRANSLATION OF ELECTION MATERIALS

A language is considered to be covered by the Voting Rights Act (VRA) and thus mandatory for translation of election materials if 1) more than 5% of the citizens of voting age are members of a single language minority and are limited English proficient (LEP) or 2) more than 10, 000 of the citizens of voting age are members of a single language minority and are limited English proficient.

Although the VRA has established a 5% threshold for languages to be covered, Los Angeles County has set a 3% standard as established by the State Elections Code (§14201.) to provide minority language materials in every election. If the number of eligible voters for a specific language is higher or equal to the 3% criteria, that language qualifies for translation. Languages that fall under the 3% criteria do not qualify for translation. This criteria not only identifies the election district/city areas throughout the county with a cost-effective method of meeting the VRA requirements, but also helps minimize printing/translation costs for election jurisdictions. The six minority languages that are required by Federal mandates in Los Angeles County are Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese.

IMPLICATIONS TO CANDIDATE COST

The County will automatically provide *translated sample ballot booklets* to voters who request it two weeks before the election and after they received the English Sample Ballot booklet. However, as noted in the *Candidate Statements* (see page 24 of Section 1) there is a cost for a Spanish translated candidate statement which appears in the English sample ballot booklet. This translation is optional and the candidate needs to make a request for this service and pay for it when he/she files candidate statements with the county elections official.

TRANSLITERATION OF CANDIDATE NAMES

For certain languages, this department will transliterate your name. Candidate names will be transliterated to Chinese, Japanese and Korean. Candidates will also be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the translated sample ballot print deadline. Various minority community groups and news media assist this office by reviewing submitted transliterations to insure uniform name recognition within the community. Once transliterations are considered final, no further changes or submission of transliteration requests will be accepted after the review period. **There will be no exceptions.**

All candidates will be required to file a transliteration form (see next page) together with their nomination documents. Transliteration forms must be submitted no later than the last day to file nomination documents.

TRANSLITERATION REVIEW PERIOD

Candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official only during the established review period. Timeframe: **E-62 through E-60** (subject to change). To review your transliterated name and obtain the schedule for the established review period, you may call (562) 462-2730.

MULTILINGUAL VOTER SERVICES

The ML Voter Services Program includes services such as:

- ◆ Bilingual Assistance Hotline (1-800) 481-8683.
- ◆ Translated election materials can be mailed to voters before every election, upon request.
- ◆ Bilingual assistance at targeted polling places.

Translated copies of the "ML Voter Services" brochure are available at the RR/CC Election Information counter, 2nd Floor Room 2013 and online at www.lavote.net. For further assistance please contact our Multilingual Services Section at (562) 462-2832.

TRANSLITERATION FORM

I, _____, Candidate for nomination to the office
of _____

to be voted for at the _____

agree as indicated below:

CHECK ONE:

- I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk in Chinese.
- OR**
- I am submitting transliteration(s) for the languages below. I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk for any language not submitted.

Languages

Name Transliteration

Chinese:

Japanese:

Korean:

I am aware of the deadline to submit transliterations and review period. I understand that I may request changes to transliterations during the review period and that transliterations are considered final upon expiration of the deadline. I further understand that there will not be an extension of the review period.

Candidate's Signature

Date

Candidate Filing #:

2009

JANUARY

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		