BALLOT ACCESS CHECKLIST
FOR 2020 MUNICIPAL CANDIDATES

Each of the following forms must be completed and timely filed by candidates for municipal office in order for the candidate’s name to be placed on the ballot for the February 18, 2020 Spring Primary and the April 7, 2020 Spring Election.

In the City of Kenosha the filing officer is the City Clerk-Treasurer. Required forms are available on the City website kenosha.org (Departments, City Clerk, Elections, Candidates) or at the City Clerk’s office.

☐ Complete and submit a Campaign Registration Statement (Form CF-1) to the filing officer no later than 5 p.m. on Tuesday, January 7, 2020, or the candidate’s name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow postmarked no later than January 7, 2020. (Wis. Stat. §§ 8.10(5), 8.30(4), Wis. Admin. Code EL § 6.04)

New candidates must file a campaign registration statement before funds are collected or spent, or before nomination papers are submitted. (Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a).)

Continuing candidates must file an amended campaign registration statement before funds are collected or spent, or before nomination papers are submitted. (Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a)).

☐ Complete and submit a Declaration of Candidacy (Form EL-162) to the filing officer no later than 5 p.m. on Tuesday, January 7, 2020, or the candidate’s name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow postmarked no later than January 7, 2020. (Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04)

☐ Circulate and submit Nomination Paper for Nonpartisan Office (Form EL-169) to the filing officer no later than 5 p.m. on Tuesday, January 7, 2020, or the candidate’s name will not be placed on the ballot. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2019. (Wis. Stat. § 8.10(2),(3), Wis. Admin. Code EL § 6.04(2)). (2nd Class Cities - Alderperson elected to district 20 – 40 signatures.)

☐ Complete and submit a Statement of Economic Interest no later than 4:30 pm on Wednesday, January 8, 2020 or the candidate’s name will not be placed on the ballot. The completed form may be filed electronically no later than 4:30 pm on Wednesday, January 8, 2020. (Chapter 29 of the City of Kenosha Code of General Ordinances)

*Municipal Judge Candidates Only:*

Complete and submit a Statement of Economic Interest to the Ethics Commission using the website (https://sei.wi.gov). Faxed and emailed forms are also acceptable. The SEI must be received no later than 4:30 p.m. on Friday January 10, 2020, or the candidate’s name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). For more information regarding Statement of Economic Interests, please contact the Ethics Commission at 608-266-8123 or ethics@wi.gov.

City Clerk/Treasurer
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