

Scott Schell
Chairman

Christopher Seeley
Vice-Chairman

Eric Henry
Secretary

Board of Elections
814-333-7400



Jessalyn McFarland
Director of Elections

814-333-7307

800-982-9019

jmcfarland@co.crawford.pa.us

Keith Button
Solicitor

Crawford County
Election & Voter Services Office
903 DIAMOND PARK
COURTHOUSE
MEADVILLE, PENNSYLVANIA

Nomination Petitions and Casting of Lots for Ballot Position May 20, 2025 Municipal Primary

Tuesday, February 18. First day on which *Nomination Petitions* may be circulated and signatures obtained.

Tuesday, March 11. Last day on which *Nomination Petitions* may be circulated and signatures obtained. Petitions and all other required documents and fees must be filed with Voter Services before 4:30pm in order for a candidate's name to appear on the primary ballot. The deadline is set by state law; it is not negotiable and there are no exceptions. **Candidates are strongly advised to file their petitions early.** Candidates who wait to file their petitions at the end of the circulation period may experience long lines at Voter Services, and if there is a problem with the petitions there is no time to correct the error.

Wednesday, March 19. Where multiple candidates have filed petitions to run for the same office on the same party primary ballot, **a casting of lots will be held to determine ballot position.** The casting of lots will occur at 12:00pm in the Assembly Room of the Courthouse. The date and time is set by state law. Information regarding the Casting of Lots will be in Petition Packet.

Notice to Candidates and Circulators

The filing instructions and documents provided by Voter Services are intended as introductory information and **do not constitute legal advice. Voter Services cannot provide legal, tax, or accounting advice.** Additionally, all information provided about running for local offices is subject to change at any time by new state or federal laws or court rulings. Candidates and circulators who download, print, reproduce, circulate, and/or file the instructions and documents provided herein assume responsibility for the correctness and completeness of filed documents; Voter Services is not responsible for errors and omissions in filed documents. **Candidates and circulators**

are strongly advised to solicit advice from a licensed professional in the appropriate field in advance of statutory deadlines and before filing documents.

The filing instructions and documents provided by Voter Services are only usable by candidates who are running for local offices in Crawford County. If you are running for office in a different county, you must contact that county's Board of Elections to obtain filing instructions and documents.

Candidates running for local offices in Crawford County are strongly advised against using any filing instructions or documents obtained from outside sources. Voter Services cannot guarantee that documents obtained from outside sources are current or accurate.

General Information on Running for Office, Filing Instructions, and Nomination Petitions
Available on Monday, February 10.

Filing instructions for all local offices that will appear on the primary ballot are provided with petition packets and will also be available on the Voter Services website **February 10th**. Always use the current instructions for the current municipal election year; do not re-use instructions from previous years, because the requirements for filing petitions are subject to legislative changes and court rulings.

Candidates for state judicial offices (including Judge of the Court of Common Pleas) do not file *Nomination Petitions* with Voter Services; they must contact the Pennsylvania Department of State to obtain *Nomination Petitions* and filing instructions.

The *Nomination Petition* must be printed two-sided (front-and-back) on plain white, 8.5" x 11" letter-sized paper. Voter Services will not accept *Nomination Petitions* that have been re-sized or modified in any way, or that have been improperly printed or reproduced. If you are unable to correctly print or reproduce the *Nomination Petition*, you must contact Voter Services to obtain hard copies.

Candidate's Affidavit and Campaign Finance Waiver
Available on Monday, February 10.

The *Candidate's Affidavit* and *Waiver of Expense Account Reporting Affidavit* must be printed on plain white, 8.5" x 11" letter-sized paper. They may be printed single-sided, or they may be printed back-to-back on a single sheet. Voter Services will not accept *Affidavits* that have been re-sized or modified in any way, or that have been improperly printed or reproduced. If you are unable to correctly print or reproduce the *Affidavits*, you must contact Voter Services to obtain hard copies.

The *Candidate's Affidavit* must be signed by the candidate in front of a Notary Public, who will notarize the *affidavit*. The candidate will complete the information in the right column and the **Notary Public** will complete the information in the left column.

If the candidate is unable to obtain a notary, the *Unsworn Declaration in lieu of the Notarization* can be submitted with the *Candidate's Affidavit*.

All candidates who do not intend to form a political committee or receive contributions or make expenditures in excess of \$250.00 during their campaigns are strongly advised to complete the *Waiver of Expense Account Reporting Affidavit*. Candidates who complete the *Waiver* are exempt from filing regular campaign finance reports during the election cycle. Candidates who receive contributions or make expenditures in excess of \$250.00 **must file regular campaign finance reports.**

Statement of Financial Interests
Available on Monday, February 10.

All candidates must complete a *Statement of Financial Interests*. The candidate must file the original *Statement* with the municipality or school district and attach a copy to the *Nomination Petition*.