



City of Phoenix
CITY CLERK DEPARTMENT

CANDIDATE GUIDE

HOW TO FILE NOMINATION PAPERS/PETITIONS

Candidates that want their names to appear on the November 5, 2024, ballot must file nomination papers and petitions containing a sufficient number of valid signatures of registered Phoenix voters to be certified by the City Clerk.

Required Number of Signatures

Candidates must obtain the following number of valid signatures from qualified electors for the following offices:

- Mayor: 1,500 valid signatures of Phoenix registered voters
- Council Member: 200 valid signatures of registered voters from the corresponding District

Filing Period

Candidates must file complete nomination papers/petitions with the City Clerk's Office during regular business hours (8:00 a.m. to 5:00 p.m.) between June 8, 2024, and 5:00 p.m. on July 8, 2024.

Items to be Submitted at the Time of Filing

- ✓ Acceptance of Nomination Form
- ✓ Electioneering Notice
- ✓ Financial Disclosure Statement Form
- ✓ Notice of Candidacy (optional)
- ✓ Voluntary contributions/expenditure limitations affidavit (optional)
- ✓ Nomination Petitions - hard paper copy petitions and E-Qual petitions with cover sheet (if any)

Filing Options – detailed instructions for each option on pages 2-4

- For candidates NOT using E-QUAL (page 2)
- For candidates using E-QUAL (page 3)

Filing Instructions – FOR CANDIDATES NOT USING E-QUAL

- Candidate makes an appointment to file nomination papers and petitions with the City Clerk’s Office by calling 602-262-6837 or emailing phoenixelections@phoenix.gov.
- The filing appointment will take place at City Hall at 200 W. Washington St., 15th Fl, Phoenix, AZ 85003. Please limit your party to 2-3 people.
- The filing process takes approximately 30-45 minutes and includes staff completing the following steps:
 - Verifying the candidate’s voter registration status
 - Receiving and confirming all required items are being filed (all items must be filed together, **at one time**)
 - Determining the number of nomination petition sheets with signatures being filed
 - Issuing a receipt for the number of sheets and documents received

Filing Instructions – FOR CANDIDATES USING E-QUAL

- Candidate prints the E-QUAL petitions & signatures to file along with the other filing documents in person
 - Go to the online E-Qual Petition Portal and Log in <https://apps.azsos.gov/apps/election/eps/Portal/>
 - View the petition details - Click 'View' located underneath the sixth column to the right.

| PETITIONS FOR | | CANDIDATE'S NAME | | | CREATE NEW PETITION |
|-----------------|-----------------------|-------------------------|-------------|--------|---------------------|
| JURISDICTION | ELECTION | OFFICE | DATE OPENED | STATUS | |
| City of Phoenix | 2020 General Election | City Council District 5 | 06/04/2020 | Closed | View |

- Before printing a petition, it must either be closed or maxed out:
 - Closing a Petition(s) – This action cannot be undone. Once closed, voters cannot add more signatures. To close a petition, click on the green 'Close Petition' button. Once completed, the status on the petition will display 'Closed' and the petition can be printed.
 - Maxed Out Petition – When petitions have hit the maximum number that a candidate can collect with E-Qual (200 for Councilmember), the system will max out the petition. This means no more signatures can be collected using the E-Qual system for this candidate and the petition can be printed.

VOTER SIGNATURES

Search: CLEAR SEARCH EXPORT ALL TO CSV

| LAST NAME | FIRST NAME | ADDRESS | EMAIL | COUNTY | SIGNED |
|---|------------|---------|-------|--------|--------|
| There are no voter signatures for this petition at this time. | | | | | |

Showing 0 to 0 of 0 entries

Previous Next

VOID PETITION **CLOSE PETITION** PRINT ONLINE PETITION AND SIGNATURES SUBMIT PETITION TO FILING OFFICE

ARE YOU SURE YOU WANT TO CLOSE THIS?

Closing your petition means voters can't add more signatures. This action cannot be undone. You can, however, create a new supplemental petition to gather more signatures.

YES, I WANT TO CLOSE THIS PETITION. NO

- Submit the petition(s) to the filing officer - This action cannot be undone once you select "Yes". **Please note >> Simply submitting petitions online through E-QUAL is NOT sufficient and does not constitute a complete filing. All other items required to be submitted at the time of filing (listed on page 1), including any hard copy paper petitions, MUST be submitted to the City Clerk's office the same business day that online petitions are submitted through E-Qual.**

VOID PETITION PRINT PETITION AND SIGNATURES **SUBMIT PETITION TO FILING OFFICE**

ARE YOU SURE YOU WANT TO SUBMIT THIS?

This action cannot be undone. After clicking "Yes", please wait until the process completes and you are returned to your petition.

YES, SUBMIT THIS PETITION. NO

- Click on the green button 'Print Petitions and Signatures' and after printing, click 'Submit Petition to Filing Office' (**must be done the same day as filing**). File printed E-Qual sheets with other documents.

VOID PETITION **PRINT PETITION AND SIGNATURES** SUBMIT PETITION TO FILING OFFICE

- The E-Qual system will generate the circulator cover sheet. Print this sheet as well and complete it with the signature of the circulator (the candidate's signature) email the PDF report to the City Clerk Department and file the cover sheet with the E-Qual petitions during the official filing meeting.

Circulator Cover Sheet

Instructions for Circulator

- By signing the Circulator Cover Sheet, and by utilizing the Secretary of State's E-Qual System, the Candidate agrees to act as the circulator for all petitions generated from the Secretary of State's E-Qual System.
- The Candidate is not required to sign each petition that was generated from the Secretary of State's E-Qual System.
- The Candidate shall sign a Circulator Cover Sheet generated from the Secretary of State's E-Qual System, which contains a Petition ID # on each petition generated, and submit it to the Secretary of State's Office at the time of filing the corresponding nomination petition.
- The Candidate acknowledges that all petitions circulated under the Secretary of State's E-Qual System must be signed by the circulator as prescribed by A.R.S. § 16-321(D) and must otherwise conform to the requirements of A.R.S. §§ 16-314 and 16-315.

Candidate Verification

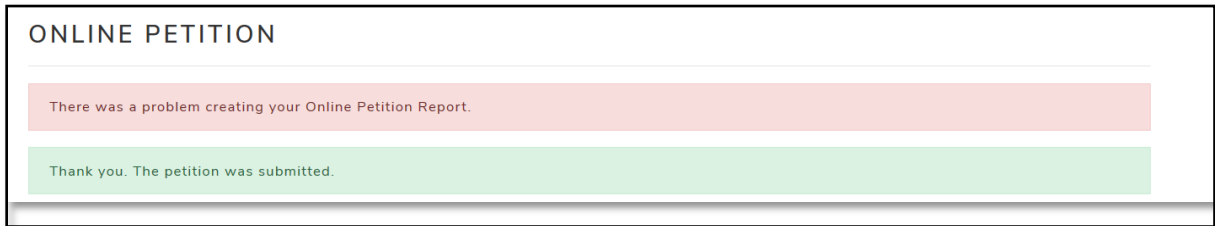
I, Annalicia Andrade, hereby verify that the following petitions, identified by Petition ID # 1103, were obtained through the Secretary of State's E-Qual System, and that each of the names on the petition(s) was signed via the Secretary of State's E-Qual System on the date indicated, that no fee was paid because signatures were gathered via the Secretary of State's E-Qual System, each signer was a qualified elector who resides at the address given in their residence on the date indicated, I further verify that each signer is a member of the party from which the candidate is seeking nomination, or the signer is a member of a political party that is not entitled to continue representation on the ballot, or the signer is registered as independent or no party preferred.

Signature of Circulator _____
Annalicia Andrade
Typed or Printed Name of Circulator _____
4111 N 50th Avenue Phoenix, AZ 85018
Circulator's Actual Residence Address _____

- Verify the Petitions and Report were submitted - Under the petition detail section, you can find the submitted date and time and the Electronic Petition Signature Report in PDF format. Email the PDF report to the City Clerk Department.



- If a problem occurred with the electronic petition submittal through E-QUAL - A message will display highlighted in pink/red on the petition detail section.



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