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Dear Political Subdivision,

November 16th, 2015

Enclosed you will find the certification form that needs to be completed for your subdivision. This form needs to be back at the Election Commissioner's office by January 5th, 2016. This certification tells our office how many positions within your subdivision are up for election in 2016 and other information our office needs for the 2016 election cycle.

At the bottom of the certification please note the filing deadlines for your board members. I have also enclosed the filing form that you can make copies of for your board members if they wish to re-file for their positions. An incumbent is any current office holder who was elected or appointed to an elective office and a non-incumbent is someone who is not currently holding an elective office. December 1st, 2015 is the earliest date our office can accept a filing from any candidate. Enclosed you will also find the Nebraska statute about filing fees. This may help clear up some confusion on who has to pay, how much and where to pay the filing fee.

Our office would also like to make you aware that we adjusted or changed our precinct lines prior to 2014 to accommodate mandatory changes due to Legislative District changes and population requirements due to the last census. Enclosed are the updated precinct maps for both the City of Kearney and/or rural Buffalo County. Please use these new precinct lines when giving descriptions the next time you need to certify to our office. If you have any questions please don't hesitate to contact our office with any concerns you may have.

Respectfully,

Lisa Poff
Election Commissioner

NON PARTISAN CANDIDATE FILING FORM

Purpose: This form may be used to file for all offices where candidates are not officially identified by their party.

Instructions: Please complete the form in its entirety, by printing the information requested in the spaces provided. Incomplete forms could delay the effective date of your filing. Be sure the form is legible. Do not sign the form until you are in front of a notary public. If you have any questions, contact your local Election Commissioner, County Clerk or Election Division Staff at the Secretary of State's Office.

Filing Periods: DEC 1, 2015 to FEB 16, 2016 – INCUMBENT*

DEC 1, 2015 to MAR 1, 2016 – NONINCUMBENT

*Pursuant to Nebraska State Statute 32-111, an incumbent is defined as a "person whom the canvassers or the courts declare elected to an elective office or who has been appointed to an elective office." Please note that the incumbent deadline applies also to a candidate who files for an office other than the current elected office.

Required information

Registered Voter's Name: _____
(First, Middle Initial, Last) County of Residence _____

Registered Voter's Address: _____
(Street address where you reside & registered to vote) (City) (State) (Zip)

My phone number is: _____ or _____

I declare that I am a candidate for the office of _____ District _____ for a term of _____ years and request that my name _____
(Print name as it is to appear on the ballot. - See reverse side for information.)

be placed on the official ballot for the primary election to be held the 10th day of May, 2016.

To assist with proper pronunciation of your first and/or last name on the ballot, please provide the phonetic spelling and / or rhymes with word.

[Examples: Sue Jahn = Sue Hahn (rhymes with fawn) or William Mishaud = mee-SHO ('d' is silent) or Tanya

Monte = TAWN-yuh (not TAN) mahn TEA] _____
Phonetic Spelling Required

Optional information

Mailing Address: _____
(Street address or PO Box) (City) (State) (Zip)

Candidate's campaign phone

Candidate's campaign address

State of Nebraska)
County of _____)ss

I HEREBY SWEAR THAT I WILL ABIDE BY THE LAWS OF THE STATE OF NEBRASKA REGARDING THE RESULTS OF THE PRIMARY AND GENERAL ELECTIONS, THAT I AM A REGISTERED VOTER AND QUALIFIED TO BE ELECTED, AND THAT I WILL SERVE IF ELECTED.

IN WITNESS WHEREOF, I have hereunto subscribed my name this _____ day of _____, _____
(Day) (Month) (Year)

Signature of Candidate

Subscribed in my presence and sworn to before me this _____ day of _____, _____
(Day) (Month) (Year)

(SEAL)

Officer Administering Oath

Title

Names

1. May a candidate have her name printed on the ballot as "Mrs. John _____"?

It is our opinion that "Mrs. _____" is "in apparent conformity" as a name and will be valid unless objection is properly made as provided by statute.

2. May a candidate have his or her name printed on the ballot as "Dr. J. W. _____"?

"Dr." is an example of what we feel is too clearly a title to become a question of fact as to whether it is part of a name. A title may be part of the full description by which a person is known in the community, and yet never become part of the name. Our conclusion in this regard may be said to apply to such titles as Colonel, Professor, or similar others. It is our conclusion that the above designations are not "in apparent conformity" as names, and the Secretary of State, County Clerk or Election Commissioner shall refuse to certify them, even though objection is not made.

3. May a candidate have his or her name printed on the ballot as "John G. 'Jack' _____"?

This type of filing is an obvious attempt to add to the person's name an additional identification, not a part of the name. Once again, there may be a question of fact arise where the candidate expresses the desire to be listed upon the ballot as "Jack _____." The determinative factor, again, is whether that is the name by which he calls himself, and is generally known in the community. "John G. 'Jack' _____" is not in "apparent conformity" as a name, and the Secretary of State, County Clerk or Election Commissioner shall refuse to certify it, even though no objection is made. "Jack _____" raises a question of fact, and the Secretary of State, County Clerk or Election Commissioner may not refuse to certify it, in the absence of properly made objections."

4. May a candidate with a hyphenated last name use only a portion of the last name on the ballot?

It is our opinion that the name which should be placed on the candidate filing form and on the ballot for a particular candidate is the name ordinarily used for the person, by which he or she is known in the community, and by which he or she is distinguished from others. A hyphenated name or portions thereof may be used on the candidate filing form and on the ballot. If a person with a hyphenated last name is known in the community by only a portion of his or her last name, then it is permissible to place that name on the ballot.

5. May a candidate who usually uses her husband's last name, use her maiden name on the filing form and on the ballot?

Again, the correct name for a candidate is the name by which he or she is known in the community, and by which he or she is distinguished from others. As a result, a married woman may use her maiden name, her own Christian name and her husband's surname, a hyphenated name or portions thereof.

Qualifications - 32-602 R.S. Supp. 2011

- (1) Any person seeking an elective office shall be a registered voter at the time of filing for the office pursuant to section 32-606 or 32-611.

(2) Any person filing for office shall meet the constitutional and statutory requirements of the office for which he or she is filing. If a person is filing for a partisan office, he or she shall be a registered voter affiliated with the appropriate political party if required pursuant to section 32-702. If the person is required to sign a contract or comply with a bonding or equivalent commercial insurance policy requirement prior to holding such office, he or she shall be at least nineteen years of age at the time of filing for the office.

(3) A person shall not be eligible to file for an office if he or she holds the office and his or her term of office expires after the beginning of the term of office for which he or she would be filing. This subsection does not apply to filing for an office to represent a different district, ward, subdistrict, or subdivision of the same governmental entity as the office held at the time of filing.

(4) The governing body of the political subdivision swearing in the officer shall determine whether the person meets all requirements prior to swearing in the officer.