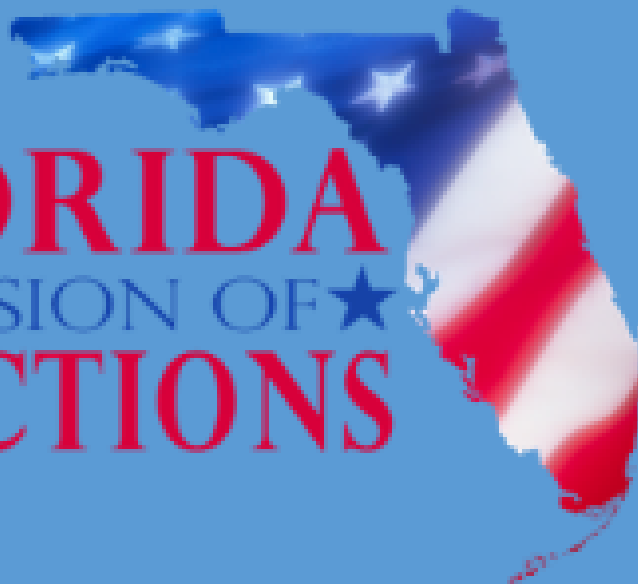


# SOE Handbook on Certifying Candidate Petitions

**FLORIDA**  
★ DIVISION OF ★  
**ELECTIONS**



Florida Department  
of State  
Division of Elections  
R.A. Gray Building,  
Room 316  
500 South Bronough Street  
Tallahassee, FL 32399-0250  
(850) 245-6280

Rule 1S-2.045, F.A.C.

DS-DE 134 (eff. 3/2015)

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## Getting Started

Supervisors of Elections shall **electronically** certify verified candidate petitions to the Division of Elections using the Windows Live program for candidates who qualify with the Division of Elections.

**Candidate petition certifications submitted by mail, email, or fax will not be accepted.**

The Candidate Petitions application can be accessed via the Division's SOE Portal at <https://soesecure.elections.myflorida.com/SOEAdminServices/> by clicking on the "Candidate Petitions" link.



All users must have a Windows Live ID and have been granted access to the Candidate Petition application by the county security manager. If additional users are needed, the security manager can grant existing users access to the application or can "invite" new users (on the 'Manage Security' page click on the '**Manual**' link for instructions). For more information regarding Windows Live ID refer to the Windows Live Id User Guide at [http://soe.dos.state.fl.us/Manuals/WindowsLiveID\\_UserGuide.pdf](http://soe.dos.state.fl.us/Manuals/WindowsLiveID_UserGuide.pdf).

## Important to Remember

- A candidate becomes active when a properly executed Form DS-DE 9 is filed with the qualifying officer. Petitions signed and dated before the filing date of Form DS-DE 9 are not valid (except for federal and special district candidates).
- On the **Candidate Details** screen, the earliest date that a candidate can submit valid petitions for the office shown will appear next to **Petition Collection Starts**. However, if the candidate changes his or her office or party then **Last Office or Party Change Date** will be highlighted in **LARGE RED TYPE** and petitions are valid only after this date. It is extremely important that you verify the office, district and party on the candidate petition to ensure that it matches the current office, district and party.

The screenshot shows a web interface titled "Candidate Details". It contains a table of information for a candidate named Mark D. Griffis. The "Last Office or Party Change Date" is highlighted in large red text as "10/3/2011", with a red arrow pointing to it. Below the table are navigation links and a section for "Candidate Petitions Verified" with a dropdown menu set to "Orange" and a "Get Petitions" button. At the bottom, it states "There are no Petition records to display."

Candidate Detail	
Election Description	2014 General Election
Account	55408
Candidate Name	Mark D. Griffis
Office	Governor -
Party	NPA
Status	ACT - 10/3/2011
Petition Code	
Petition Description	
Undue Burden Effective Date	
Last Office or Party Change Date	<b>10/3/2011</b>
Petition Collection Starts	6/9/2012
Petition Collection Ends	5/9/2014
Petition Cert. Ends	5/30/2014 5:00:00 PM

[Back to Candidate List](#) | [Edit Candidate](#) |

**Candidate Petitions Verified**

Orange

There are no Petition records to display.

- Both valid and invalid petitions need to be reported. If you have a batch of petitions submitted by a candidate that includes both valid and invalid signatures, you will need to enter data for both.
- If you receive petitions from a candidate and the candidate's name does not appear in the Petitioning Candidate List, the candidate will most likely be found in the Non-Petitioning Candidate List. A candidate in non-petitioning status is a candidate who has not already submitted petitions to a supervisor of elections office.
- If a candidate is not on either the petitioning or non-petitioning candidate list, the candidate has not filed as a candidate with the Division of Elections. The supervisor of elections office should contact the candidate and have the candidate call the Division of Elections at 850-245-6280 regarding the need to establish an active candidacy.

## How to Select an Election

1. The application's "Home" screen lists the available elections from which to choose.

Election ID	Election Description	Certs Due for 1st Qualifying	Certs Due for 2nd Qualifying
<a href="#">20121106-GEN</a>	2012 General Election	4/13/2012	6/1/2012
<a href="#">20141104-GEN</a>	2014 General Election	4/11/2014	5/30/2014
<a href="#">20161108-GEN</a>	2016 General Election	4/15/2016	6/3/2016
<a href="#">20181106-GEN</a>	2018 General Election	4/13/2018	6/1/2018

- **Election ID and Election Description:** Displays the election years for which certifications can be viewed (past elections) or updated and maintained (current and future elections).
- **Certs Due for 1<sup>st</sup> Qualifying:** Displays the deadline for certifying petitions for the first qualifying period of the election year indicated.
- **Certs Due for 2<sup>nd</sup> Qualifying:** Displays the deadline for certifying petitions for the second qualifying period of the election year indicated.

2. Under **Election ID**, click on the appropriate election link.

Election ID	Election Description	Certs Due for 1st Qualifying	Certs Due for 2nd Qualifying
<a href="#">20121106-GEN</a>	2012 General Election	4/13/2012	6/1/2012
<a href="#">20141104-GEN</a>	2014 General Election	4/11/2014	5/30/2014
<a href="#">20161108-GEN</a>	2016 General Election	4/15/2016	6/3/2016
<a href="#">20181106-GEN</a>	2018 General Election	4/13/2018	6/1/2018

3. This will bring you to the **Candidate List** screen.

### Candidate List

20141104-GEN ▼

Get Candidates

Petitioning
  Petitioning By Random Sampling
  Non Petitioning

Total: 20

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	10	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	130	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>
60143	Bodin, Amory	State Representative, District 114	INT	0	933	<a href="#">Details</a>
60267	Bracy, Randolph	State Representative, District 45	INT	0	874	<a href="#">Details</a>
60184	Braynon, Oscar	State Senator, District 36	INT	0	2709	<a href="#">Details</a>
60037	Brutus, Philip J.	State Representative, District 107	INT	25	829	<a href="#">Details</a>
60092	Campbell, Daphne	State Representative, District 108	INT	10	876	<a href="#">Details</a>
60226	Cortes, Robert	State Representative, District 30	INT	0	1006	<a href="#">Details</a>
60237	Cynamon, Abby	Circuit Judge, Circuit 11 Group 50	REC	0	13139	<a href="#">Details</a>
60167	Dentel, Karen Castor	State Representative, District 30	INT	0	1006	<a href="#">Details</a>
60102	Devine, Timothy Michael	Governor	INT	620	119345	<a href="#">Details</a>
54957	Gibson, Kyle Chaderwick	Governor	INT	5890	119345	<a href="#">Details</a>
60061	Lipner, Ryan Adam	Governor	INT	303	119345	<a href="#">Details</a>
60255	Smith, Joseph	Governor	INT	0	119345	<a href="#">Details</a>
55730	Sprowls, Chris	State Representative, District 65	INT	0	1165	<a href="#">Details</a>
60257	Trujillo, Carlos	State Representative, District 105	INT	0	694	<a href="#">Details</a>
60248	Zilber, Martin	Circuit Judge, Circuit 11 Group 58	INT	0	13139	<a href="#">Details</a>
60211	Zimmerman, Carl Frederic	State Representative, District 102	INT	11	964	<a href="#">Details</a>

## MENU OPTIONS:

- **Petitioning:** Displays candidates who have elected to qualify by petitions.
- **Petitioning By Random Sampling:** Displays candidates who have elected to qualify by random sampling.
- **Non-Petitioning:** Displays candidates who are not qualifying by petition or have not declared that they wish to qualify by petition.

## HEADINGS:

- **Account:** Displays the account number assigned by the Division of Elections.
- **Candidate Name:** Lists candidates in alphabetical order and the office for which they are running.

**INT** = The candidate intends to qualify by petition.

**INS** = The candidate intends to qualify by random sampling.

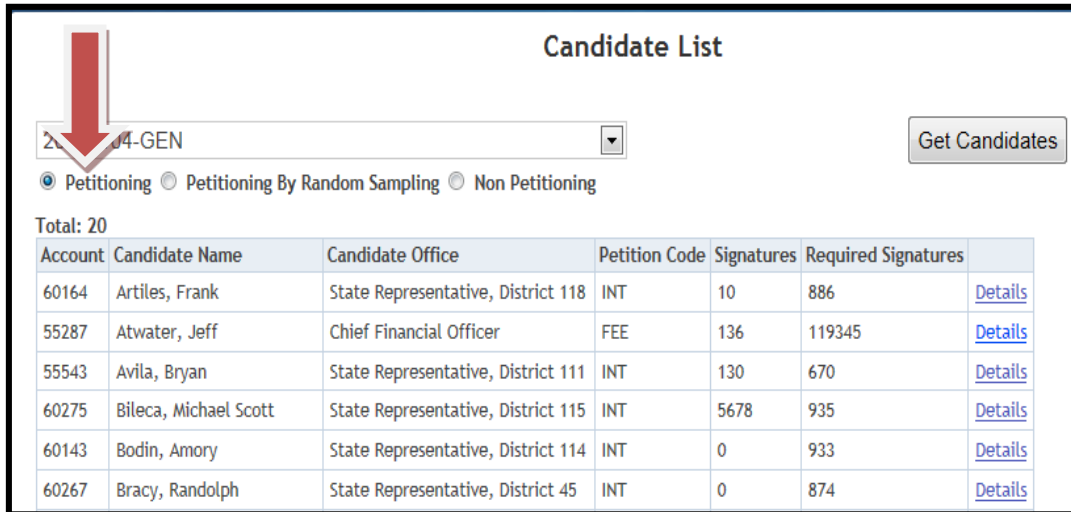
**REC** = The candidate received the required number of valid petitions to qualify.

**FEE** = The candidate paid the qualifying fee.

- **Candidate Office:** Displays the office and district number (if applicable) for which the candidate has filed to run.
- **Signatures:** Displays the number of valid signatures certified to date.
- **Required Signatures:** Displays the total number of valid signatures needed in order to qualify by petition for the office listed.

## How to Search for a Candidate in Petitioning Status

1. Click the circle next to **Petitioning**.



**Candidate List**

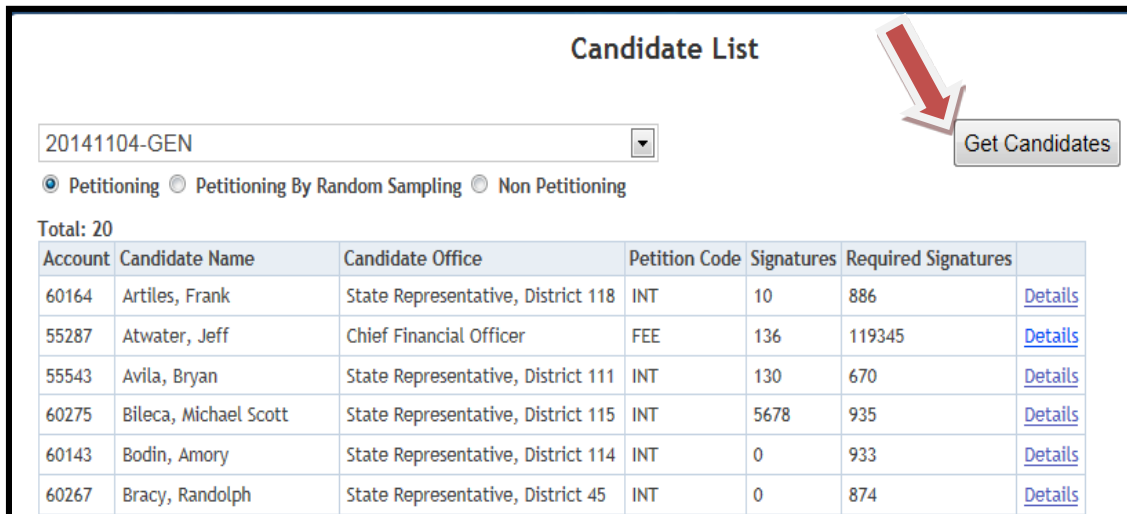
2014-GEN

**Petitioning**  Petitioning By Random Sampling  Non Petitioning

Total: 20

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	10	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	130	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>
60143	Bodin, Amory	State Representative, District 114	INT	0	933	<a href="#">Details</a>
60267	Bracy, Randolph	State Representative, District 45	INT	0	874	<a href="#">Details</a>

2. Click **Get Candidates**.



**Candidate List**

20141104-GEN

**Petitioning**  Petitioning By Random Sampling  Non Petitioning

Total: 20

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	10	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	130	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>
60143	Bodin, Amory	State Representative, District 114	INT	0	933	<a href="#">Details</a>
60267	Bracy, Randolph	State Representative, District 45	INT	0	874	<a href="#">Details</a>



3. Click the **Details** link to view additional information on a candidate.

**Candidate List**

20141104-GEN Get Candidates

Petitioning  Petitioning By Random Sampling  Non Petitioning

Total: 20

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	10	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	130	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>
60143	Bodin, Amory	State Representative, District 114	INT	0	933	<a href="#">Details</a>
60267	Bracy, Randolph	State Representative, District 45	INT	0	874	<a href="#">Details</a>

4. Clicking **Details** will bring you to the **Candidate Details** screen.

**Candidate Details**

**Candidate Detail**

Election Description	2014 General Election
Account	60164
Candidate Name	Frank Artiles
Office	State Representative - 118
Party	REP
Status	ACT - 12/26/2012
Petition Code	INT
Petition Description	Will qualify by petition
Undue Burden Effective Date	
Last Office or Party Change Date	
Petition Collection Starts	6/9/2012
Petition Collection Ends	5/9/2014
Petition Cert. Ends	5/30/2014 5:00:00 PM

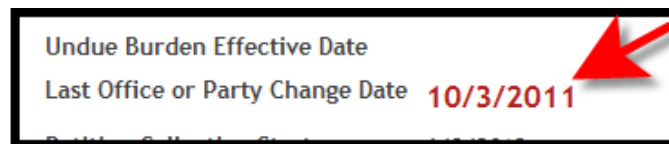
[Back to Candidate List](#) | [Edit Candidate](#) | [Add New Petition](#)

**Candidate Petitions Verified**

Miami-Dade Get Petitions

There are no Petition records to display.

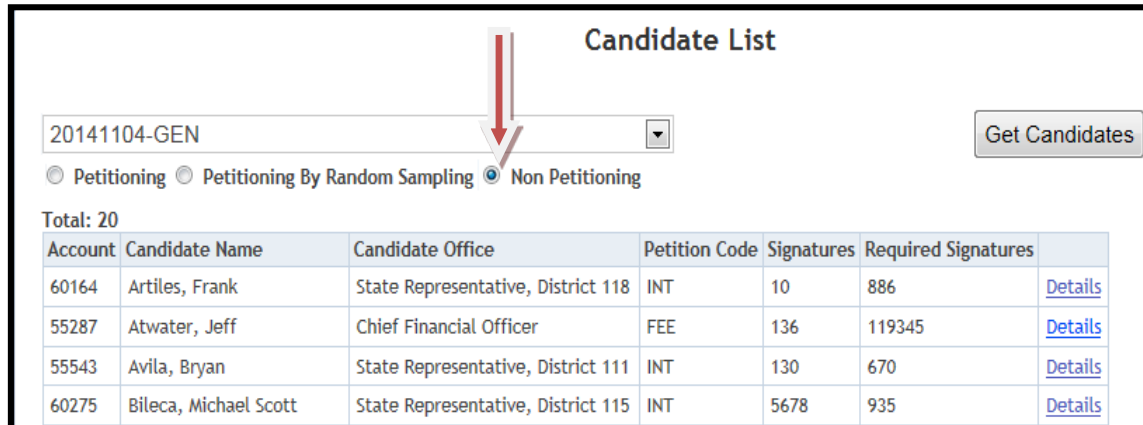
- **Office:** Displays the current office for which the candidate is running.
- **Party:** Displays the applicable party affiliation of the candidate.
- **Status:** Displays the current filing status of the candidate.
- **Petition Code:**
  - INT** = The candidate intends to qualify by petition.
  - INS** = The candidate intends to qualify by random sampling.
  - REC** = The candidate received the required number of valid petitions to qualify.
  - FEE** = The candidate paid the qualifying fee.
- **Undue Burden Effective Date:** Displays the date the candidate filed an Affidavit of Undue Burden with your office.
- **Last Office or Party Change Date:** If a candidate makes an office or party change, the date this occurred will be displayed here in **LARGE RED TYPE**.



- **Petition Collection Starts:** Displays the earliest date that the candidate can submit petitions for the office shown unless there is a date for Last office or Party Change Date.
- **Petition Collection Ends:** Displays the last date the candidate can submit valid petitions for the office shown.
- **Petition Cert. Ends:** Displays the last date that the Supervisor of Elections can certify valid petitions for the candidate shown.
- **Candidate Petitions Verified:** By using the drop-down arrow and choosing a county (or all counties), you can click **Get Petitions** and view the number of verified petitions for the candidate to date.
- **Back to Candidate List:** Returns you to the **Candidate List** screen.
- **Edit Candidate:** Click this link to change a candidate from **Non-Petitioning** to **Petitioning** and to enter the date the Affidavit of Undue Burden was filed.
- **Add New Petition:** Click this link to enter valid and invalid petitions.

## How to Search for a Candidate in Non-Petitioning Status

1. Click the circle next to **Non-Petitioning**.



**Candidate List**

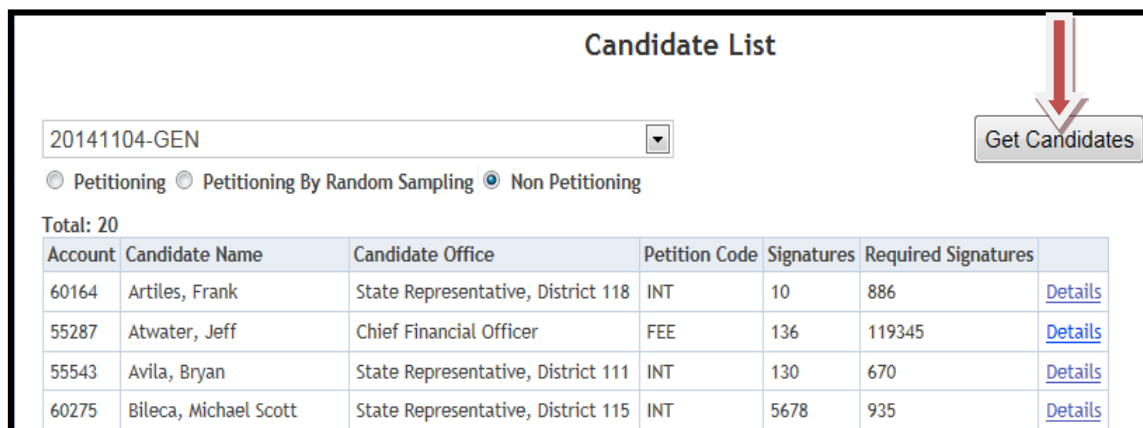
20141104-GEN

Petitioning  Petitioning By Random Sampling  Non Petitioning

Total: 20

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	10	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	130	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>

2. Click **Get Candidates**.



**Candidate List**

20141104-GEN

Petitioning  Petitioning By Random Sampling  Non Petitioning

Total: 20

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	10	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	130	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>

3. The candidates who have submitted a Form DS-DE 9 with the Division of Elections, but have not indicated their intent to qualify by the petition method, will appear in alphabetical order. Click the **Details** link to view additional information on a candidate.

**Candidate List**

20141104-GEN

Petitioning  Petitioning By Random Sampling  Non Petitioning

Total: 20

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	Details
60164	Artiles, Frank	State Representative, District 118	INT	10	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	130	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>
60143	Bodin, Amory	State Representative, District 114	INT	0	933	<a href="#">Details</a>

4. Clicking **Details** will bring you to the **Candidate Details** screen.

**Candidate Details**

**Candidate Detail**

Election Description: 2014 General Election

Account: 55046

Candidate Name: Eric Eisnaugle

Office: State Representative - 044

Party: REP

Status: ACT - 2/3/2011

Petition Code:

Petition Description:

Undue Burden Effective Date:

Last Office or Party Change Date: **5/24/2012**

Petition Collection Starts: 6/9/2012

Petition Collection Ends: 5/9/2014

Petition Cert. Ends: 5/30/2014 5:00:00 PM

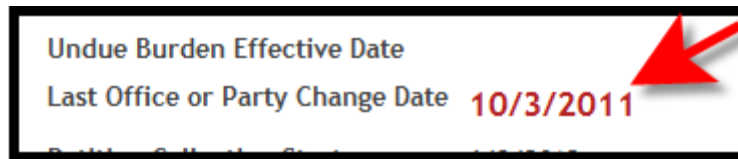
[Back to Candidate List](#) | [Edit Candidate](#) |

**Candidate Petitions Verified**

Orange

There are no Petition records to display.

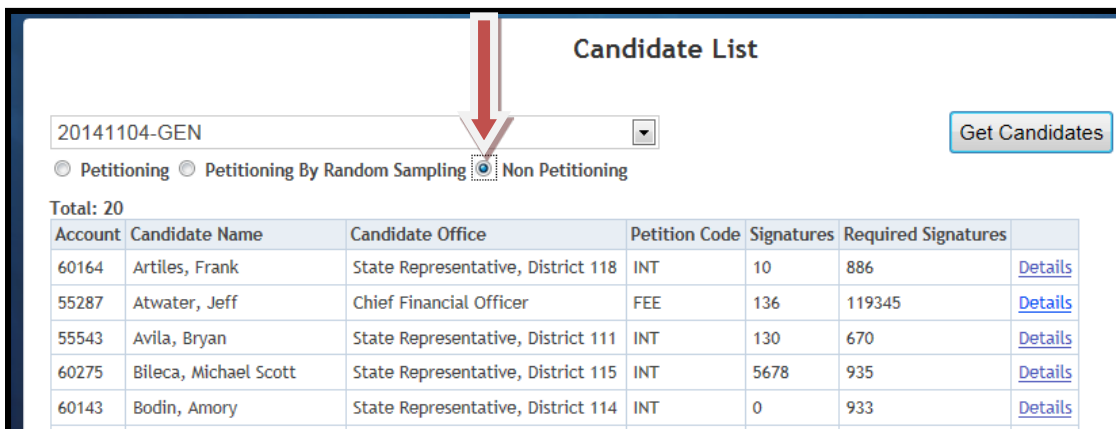
- **Office:** Displays the current office for which the candidate is running.
- **Party:** Displays the applicable party affiliation of the candidate.
- **Status:** Displays the current filing status of the candidate.
- **Petition Code:**
  - INT** = The candidate intends to qualify by petition.
  - INS** = The candidate intends to qualify by random sampling.
  - REC** = The candidate received the required number of valid petitions to qualify.
  - FEE** = The candidate paid the qualifying fee.
- **Undue Burden Effective Date:** Displays the date the candidate filed an Affidavit of Undue Burden.
- **Last Office or Party Change Date:** If a candidate makes an office or party change, the date this occurred will be displayed here in **LARGE RED TYPE**.



- **Petition Collection Starts:** Displays the earliest date that the candidate can submit valid petitions for the office shown unless there is a date for Last office or Party Change Date.
- **Petition Collection Ends:** Displays the last date the candidate can submit valid petitions for the office shown (if the candidate decides to collect petitions).
- **Petition Cert. Ends:** Displays the last date that the Supervisor of Elections can certify valid petitions for the candidate shown (if the candidate decides to collect petitions).
- **Back to Candidate List:** Returns you to the **Candidate List** screen.
- **Edit Candidate:** Click this link to change a candidate from **Non-Petitioning** to **Petitioning** and to enter the date the Affidavit of Undue Burden was filed.
- **Candidate Petitions Verified:** Because this is a **Non-Petitioning** candidate, the display should read **There are no Petition records to display**.

## How to Change a Candidate from Non-Petitioning to Petitioning Status

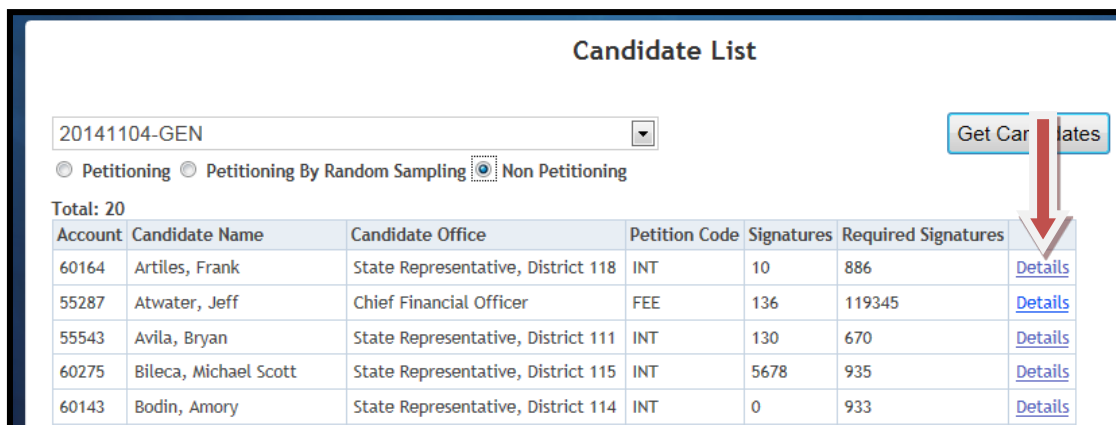
1. If you receive petitions from a candidate who is not already listed on the **Petitioning** list, you will need to change the candidate's status from **Non-Petitioning** to **Petitioning**. **NOTE:** If the candidate is opting to do random sampling, then you will need to contact the Division so it can set the appropriate status and notify all counties involved.
2. On the **Candidate List** screen, click the option for **Non-Petitioning** then click on the **Get Candidates** button.



The screenshot shows the 'Candidate List' interface. At the top, there is a dropdown menu with '20141104-GEN' selected. Below it are three radio buttons: 'Petitioning', 'Petitioning By Random Sampling', and 'Non Petitioning'. The 'Non Petitioning' option is selected. To the right is a 'Get Candidates' button. Below the radio buttons is a table with the following data:

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	10	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	130	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>
60143	Bodin, Amory	State Representative, District 114	INT	0	933	<a href="#">Details</a>

3. Click the **Details** link next to the candidate you want to change to **Petitioning**.



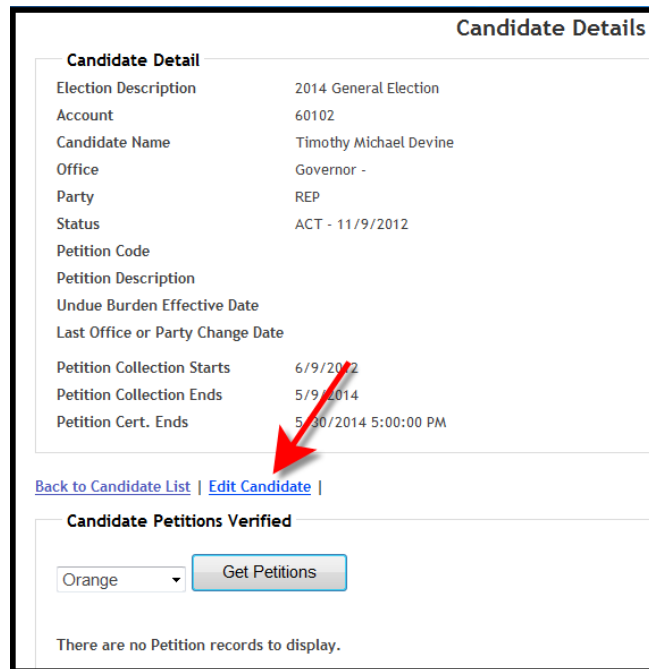
The screenshot shows the 'Candidate List' interface. At the top, there is a dropdown menu with '20141104-GEN' selected. Below it are three radio buttons: 'Petitioning', 'Petitioning By Random Sampling', and 'Non Petitioning'. The 'Non Petitioning' option is selected. To the right is a 'Get Candidates' button. Below the radio buttons is a table with the following data:

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	10	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	130	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>
60143	Bodin, Amory	State Representative, District 114	INT	0	933	<a href="#">Details</a>

Supervisor's Handbook on Certifying Candidate Petitions  
March 2015

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4. Click **Edit Candidate**.



**Candidate Details**

**Candidate Detail**

Election Description	2014 General Election
Account	60102
Candidate Name	Timothy Michael Devine
Office	Governor -
Party	REP
Status	ACT - 11/9/2012
Petition Code	
Petition Description	
Undue Burden Effective Date	
Last Office or Party Change Date	
Petition Collection Starts	6/9/2012
Petition Collection Ends	5/9/2014
Petition Cert. Ends	5/30/2014 5:00:00 PM

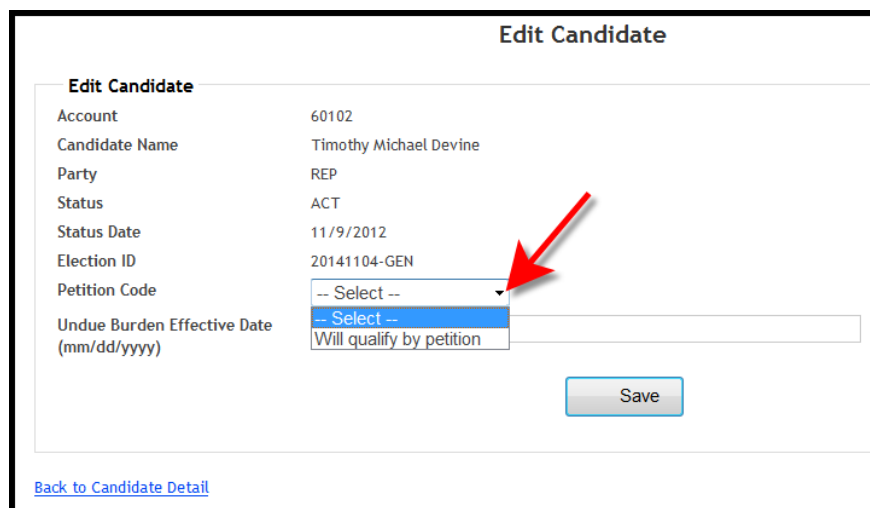
[Back to Candidate List](#) | [Edit Candidate](#) |

**Candidate Petitions Verified**

Orange

There are no Petition records to display.

5. Next to **Petition Code**, use the drop-down arrow and choose **Will qualify by petition**. **IMPORTANT:** If the candidate has also filed an Affidavit of Undue Burden with your office, enter the date the Affidavit was filed next to **Undue Burden Effective Date (mm/dd/yyyy)**.



**Edit Candidate**

**Edit Candidate**

Account	60102
Candidate Name	Timothy Michael Devine
Party	REP
Status	ACT
Status Date	11/9/2012
Election ID	20141104-GEN
Petition Code	-- Select --
Undue Burden Effective Date (mm/dd/yyyy)	-- Select --

[Back to Candidate Detail](#)

6. Click **Save**.

**Edit Candidate**

**Edit Candidate**

Account	60102
Candidate Name	Timothy Michael Devine
Party	REP
Status	ACT
Status Date	11/9/2012
Election ID	20141104-GEN
Petition Code	Will qualify by petition
Undue Burden Effective Date (mm/dd/yyyy)	

[Back to Candidate Detail](#)

Save

7. If the status change was successful, **“Successfully saved changes!”** will appear at the top of the screen and the **Petition Description** will state **Will qualify by petition**. This will also move the candidate from the **Non-Petitioning** list to the **Petitioning** list.

**Successfully saved changes!**

**Candidate Details**

**Candidate Detail**

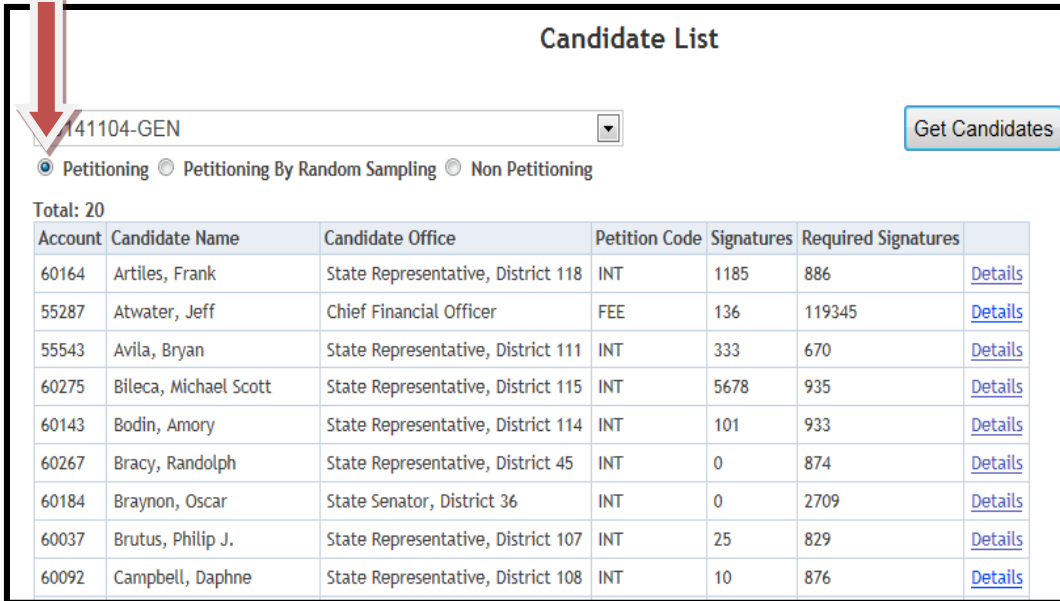
Election Description	2014 General Election
Account	60102
Candidate Name	Timothy Michael Devine
Office	Governor -
Party	REP
Status	ACT - 11/9/2012
Petition Code	INT
Petition Description	Will qualify by petition
Undue Burden Effective Date	
Last Office or Party Change Date	
Petition Collection Starts	6/9/2012
Petition Collection Ends	5/9/2014
Petition Cert. Ends	5/30/2014 5:00:00 PM

[Back to Candidate List](#) | [Edit Candidate](#) | [Add New Petition](#)



## How to Enter an Affidavit of Undue Burden

1. Click the circle next to **Petitioning**.



**Candidate List**

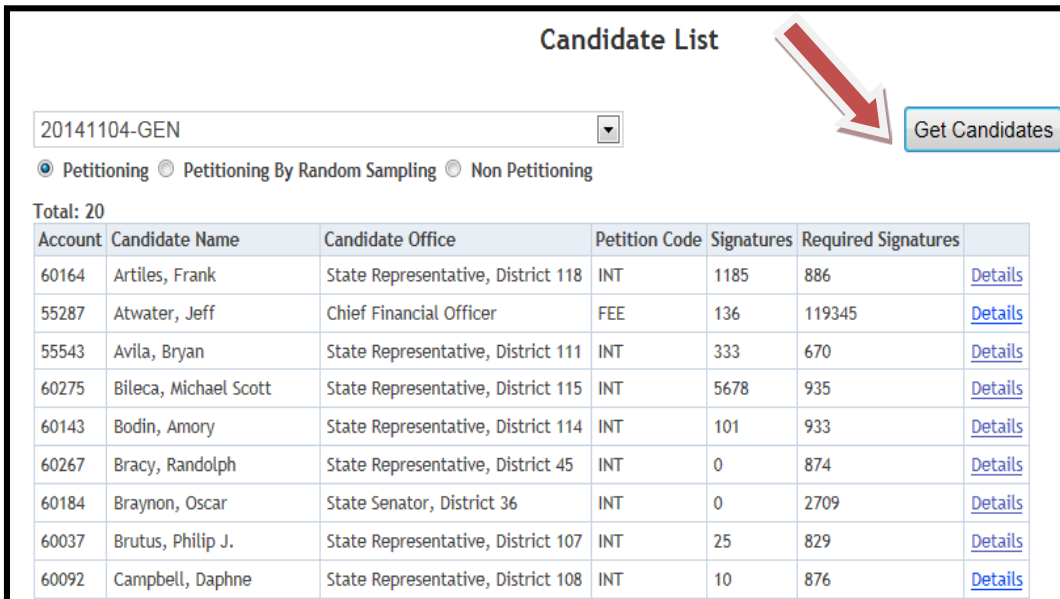
20141104-GEN Get Candidates

Petitioning  Petitioning By Random Sampling  Non Petitioning

Total: 20

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	1185	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	333	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>
60143	Bodin, Amory	State Representative, District 114	INT	101	933	<a href="#">Details</a>
60267	Bracy, Randolph	State Representative, District 45	INT	0	874	<a href="#">Details</a>
60184	Braynon, Oscar	State Senator, District 36	INT	0	2709	<a href="#">Details</a>
60037	Brutus, Philip J.	State Representative, District 107	INT	25	829	<a href="#">Details</a>
60092	Campbell, Daphne	State Representative, District 108	INT	10	876	<a href="#">Details</a>

2. Click **Get Candidates**.



**Candidate List**

20141104-GEN Get Candidates

Petitioning  Petitioning By Random Sampling  Non Petitioning

Total: 20

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	1185	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	333	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>
60143	Bodin, Amory	State Representative, District 114	INT	101	933	<a href="#">Details</a>
60267	Bracy, Randolph	State Representative, District 45	INT	0	874	<a href="#">Details</a>
60184	Braynon, Oscar	State Senator, District 36	INT	0	2709	<a href="#">Details</a>
60037	Brutus, Philip J.	State Representative, District 107	INT	25	829	<a href="#">Details</a>
60092	Campbell, Daphne	State Representative, District 108	INT	10	876	<a href="#">Details</a>

# Supervisor's Handbook on Certifying Candidate Petitions

## March 2015

3. Click the **Details** link next to the candidate.

**Candidate List**

20141104-GEN

Petitioning  Petitioning By Random Sampling  Non Petitioning

Total: 20

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	1185	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	333	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>
60143	Bodin, Amory	State Representative, District 114	INT	101	933	<a href="#">Details</a>
60267	Bracy, Randolph	State Representative, District 45	INT	0	874	<a href="#">Details</a>
60184	Braynon, Oscar	State Senator, District 36	INT	0	2709	<a href="#">Details</a>
60037	Brutus, Philip J.	State Representative, District 107	INT	25	829	<a href="#">Details</a>
60092	Campbell, Daphne	State Representative, District 108	INT	10	876	<a href="#">Details</a>

4. Click **Edit Candidate**.

**Candidate Details**

**Candidate Detail**

Election Description	2014 General Election
Account	60102
Candidate Name	Timothy Michael Devine
Office	Governor -
Party	REP
Status	ACT - 11/9/2012
Petition Code	
Petition Description	
Undue Burden Effective Date	
Last Office or Party Change Date	
Petition Collection Starts	6/9/2012
Petition Collection Ends	5/9/2014
Petition Cert. Ends	5/30/2014 5:00:00 PM

[Back to Candidate List](#) | [Edit Candidate](#) |

**Candidate Petitions Verified**

Orange

There are no Petition records to display.

- Next to **Undue Burden Effective Date (mm/dd/yyyy)**, enter the date the Affidavit of Undue Burden was filed with your office.

The screenshot shows a web form titled "Edit Candidate". The form contains the following fields and values:

Account	60102
Candidate Name	Timothy Michael Devine
Party	REP
Status	ACT
Status Date	11/9/2012
Election ID	20141104-GEN
Petition Code	Will qualify by petition ▾
Undue Burden Effective Date (mm/dd/yyyy)	03/01/2013

A red arrow points to the date "03/01/2013" in the "Undue Burden Effective Date" field. Below the form is a "Save" button and a link labeled "Back to Candidate Detail".

- Click **Save**.

This screenshot is identical to the one above, showing the "Edit Candidate" form with the same data. A red arrow now points to the "Save" button located at the bottom right of the form. The "Back to Candidate Detail" link is also visible at the bottom left.

7. If the change was successful, "**Successfully saved changes!**" will appear at the top of the screen and the **Undue Burden Effective Date** will show the date you entered.

✓ Successfully saved changes!

### Candidate Details

**Candidate Detail**

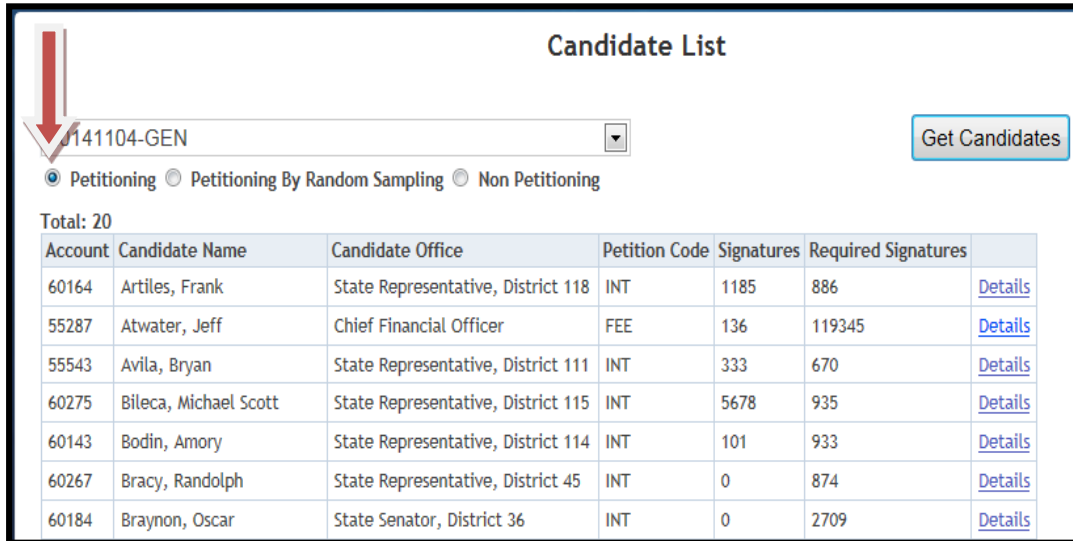
Election Description	2014 General Election
Account	60102
Candidate Name	Timothy Michael Devine
Office	Governor -
Party	REP
Status	ACT - 11/9/2012
Petition Code	INT
Petition Description	Will qualify by petition
Undue Burden Effective Date	3/1/2013
Last Office or Party Change Date	
Petition Collection Starts	6/9/2012
Petition Collection Ends	5/9/2014
Petition Cert. Ends	5/30/2014 5:00:00 PM

[Back to Candidate List](#) | [Edit Candidate](#) | [Add New Petition](#)

## How to Enter Valid and Invalid Petitions

**IMPORTANT:** Please remember that you must record not only the number of valid petitions verified, but also the number of invalid petitions verified.

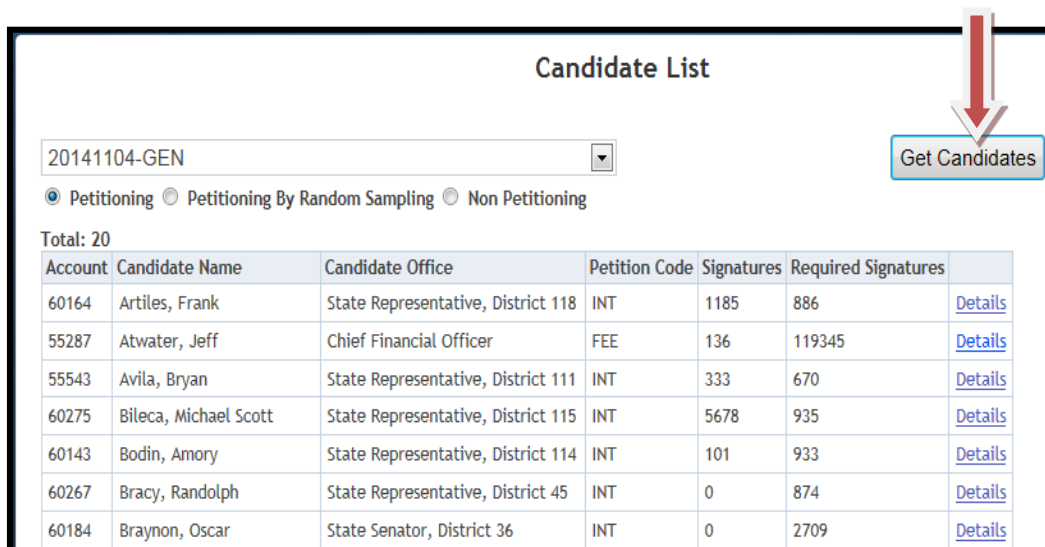
1. Click the circle next to **Petitioning**.



The screenshot shows the 'Candidate List' interface. At the top, there is a dropdown menu with '141104-GEN' selected. To the right is a 'Get Candidates' button. Below the dropdown are three radio buttons: 'Petitioning' (selected), 'Petitioning By Random Sampling', and 'Non Petitioning'. Below the radio buttons is the text 'Total: 20'. A table follows with the following data:

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	1185	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	333	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>
60143	Bodin, Amory	State Representative, District 114	INT	101	933	<a href="#">Details</a>
60267	Bracy, Randolph	State Representative, District 45	INT	0	874	<a href="#">Details</a>
60184	Braynon, Oscar	State Senator, District 36	INT	0	2709	<a href="#">Details</a>

2. Click **Get Candidates**.



The screenshot shows the 'Candidate List' interface. At the top, there is a dropdown menu with '20141104-GEN' selected. To the right is a 'Get Candidates' button, which is highlighted with a red arrow pointing down. Below the dropdown are three radio buttons: 'Petitioning' (selected), 'Petitioning By Random Sampling', and 'Non Petitioning'. Below the radio buttons is the text 'Total: 20'. A table follows with the following data:

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	1185	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	333	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>
60143	Bodin, Amory	State Representative, District 114	INT	101	933	<a href="#">Details</a>
60267	Bracy, Randolph	State Representative, District 45	INT	0	874	<a href="#">Details</a>
60184	Braynon, Oscar	State Senator, District 36	INT	0	2709	<a href="#">Details</a>

Supervisor's Handbook on Certifying Candidate Petitions  
March 2015

3. Click the **Details** link next to the candidate.

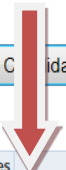
**Candidate List**

20141104-GEN

Petitioning  Petitioning By Random Sampling  Non Petitioning

Total: 20

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	1185	886	<a href="#">Details</a>
55287	Atwater, Jeff	Chief Financial Officer	FEE	136	119345	<a href="#">Details</a>
55543	Avila, Bryan	State Representative, District 111	INT	333	670	<a href="#">Details</a>
60275	Bileca, Michael Scott	State Representative, District 115	INT	5678	935	<a href="#">Details</a>
60143	Bodin, Amory	State Representative, District 114	INT	101	933	<a href="#">Details</a>
60267	Bracy, Randolph	State Representative, District 45	INT	0	874	<a href="#">Details</a>
60184	Braynon, Oscar	State Senator, District 36	INT	0	2709	<a href="#">Details</a>



4. Click **Add New Petition**.

**Candidate Details**

**Candidate Detail**


Election Description	2014 General Election
Account	60102
Candidate Name	Timothy Michael Devine
Office	Governor -
Party	REP
Status	ACT - 11/9/2012
Petition Code	INT
Petition Description	Will qualify by petition
Undue Burden Effective Date	3/1/2013
Last Office or Party Change Date	
Petition Collection Starts	6/9/2012
Petition Collection Ends	5/9/2014
Petition Cert. Ends	5/30/2014 5:00:00 PM

[Back to Candidate List](#) | [Edit Candidate](#) | [Add New Petition](#)

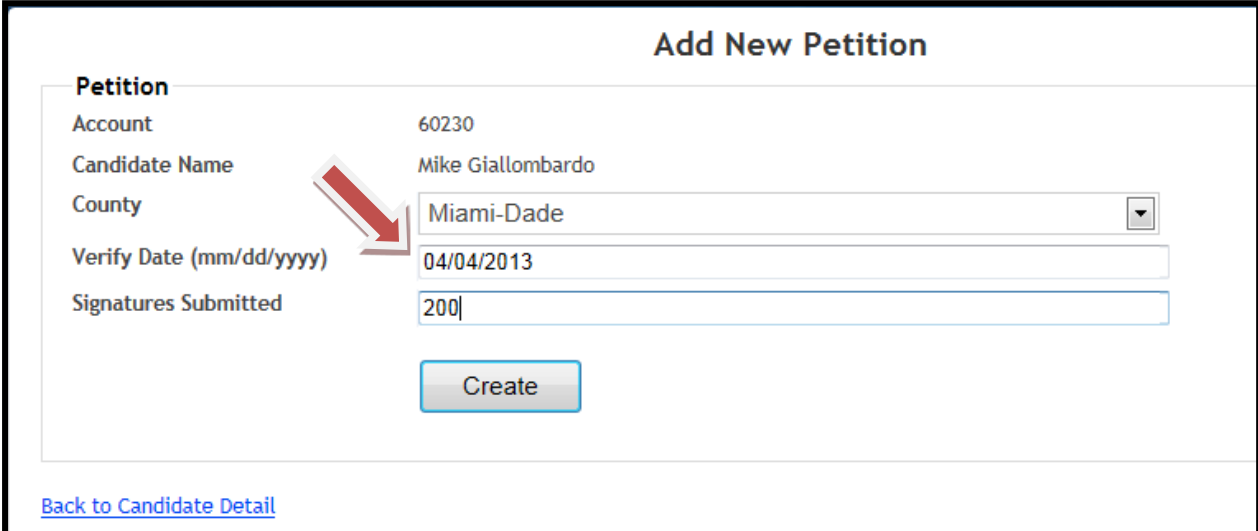
**Candidate Petitions Verified**

ALL Counties

There are no Petition records to display.



5. Next to **County**, your county name will be pre-populated.

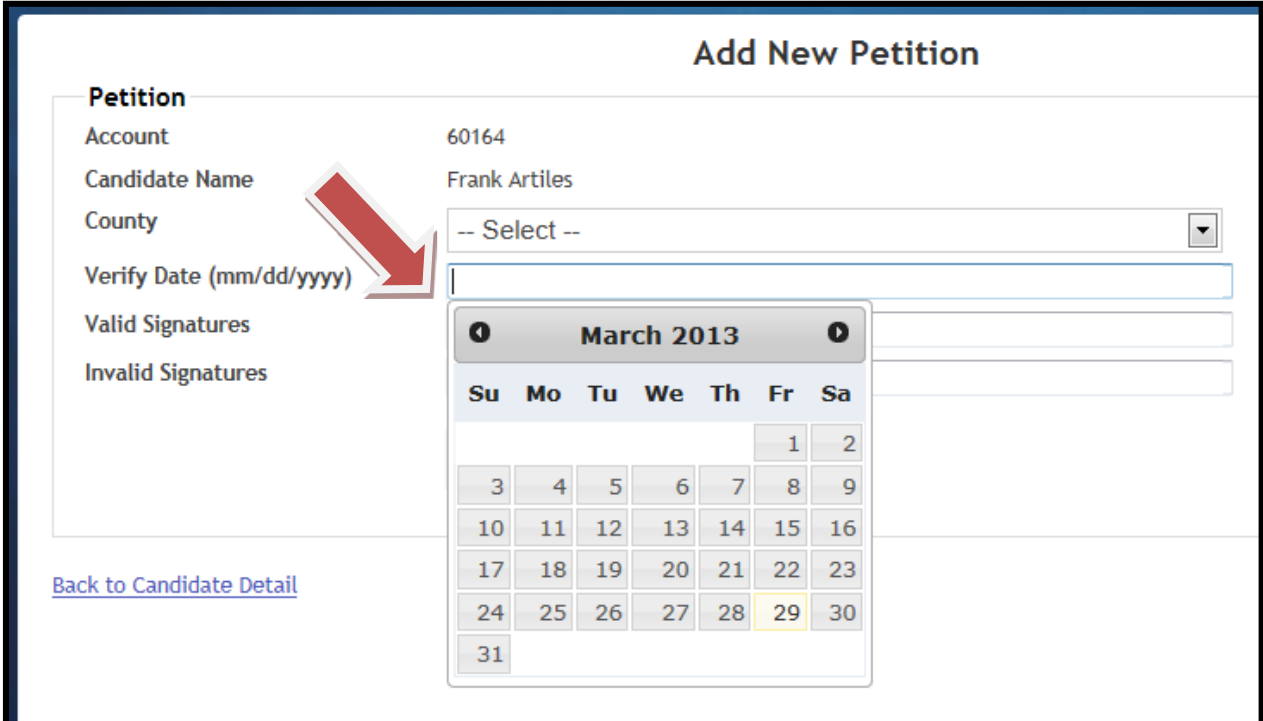


The screenshot shows the 'Add New Petition' form with the following fields:

- Account:** 60230
- Candidate Name:** Mike Giallombardo
- County:** Miami-Dade (pre-populated, indicated by a red arrow)
- Verify Date (mm/dd/yyyy):** 04/04/2013
- Signatures Submitted:** 200

A 'Create' button is located below the fields. A blue link 'Back to Candidate Detail' is at the bottom left.

6. Next to **Verify Date (mm/dd/yyyy)**, select the date you verified the petitions.



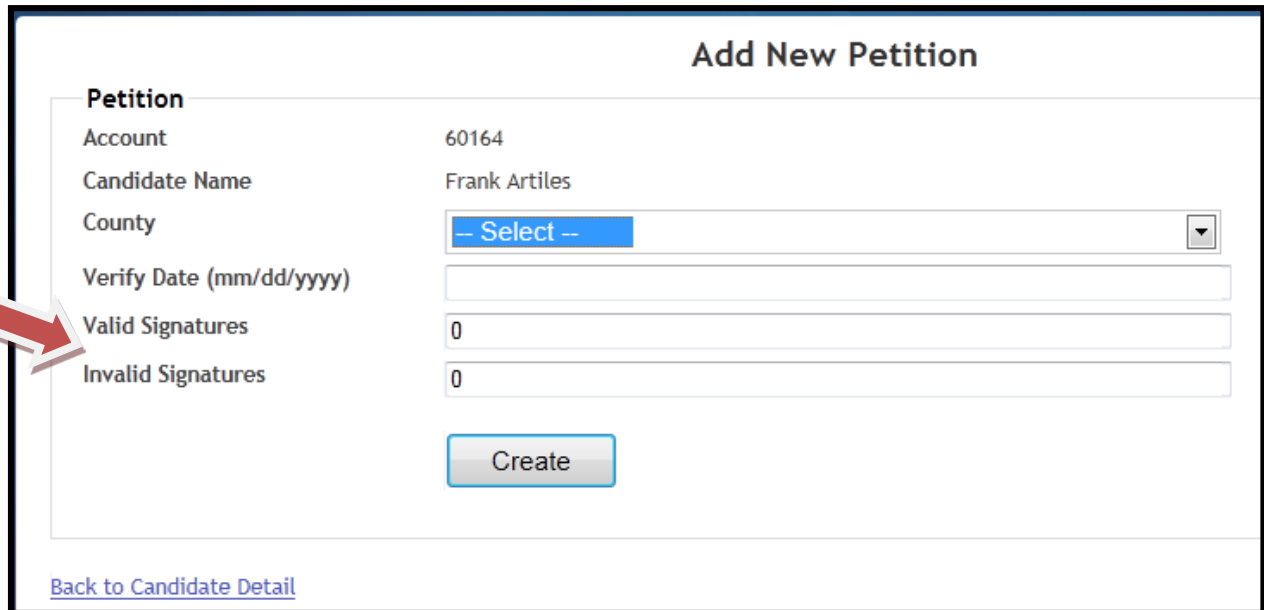
The screenshot shows the 'Add New Petition' form with the following fields:

- Account:** 60164
- Candidate Name:** Frank Artiles
- County:** -- Select --
- Verify Date (mm/dd/yyyy):** (indicated by a red arrow, with a date picker open)
- Valid Signatures:** (empty field)
- Invalid Signatures:** (empty field)

The date picker is set to 'March 2013' and shows a calendar grid. The date '29' is highlighted in yellow. A blue link 'Back to Candidate Detail' is at the bottom left.

Su	Mo	Tu	We	Th	Fr	Sa
					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						

- Next to **Valid and Invalid Signatures**, enter the amount of appropriate signatures for each respective category.



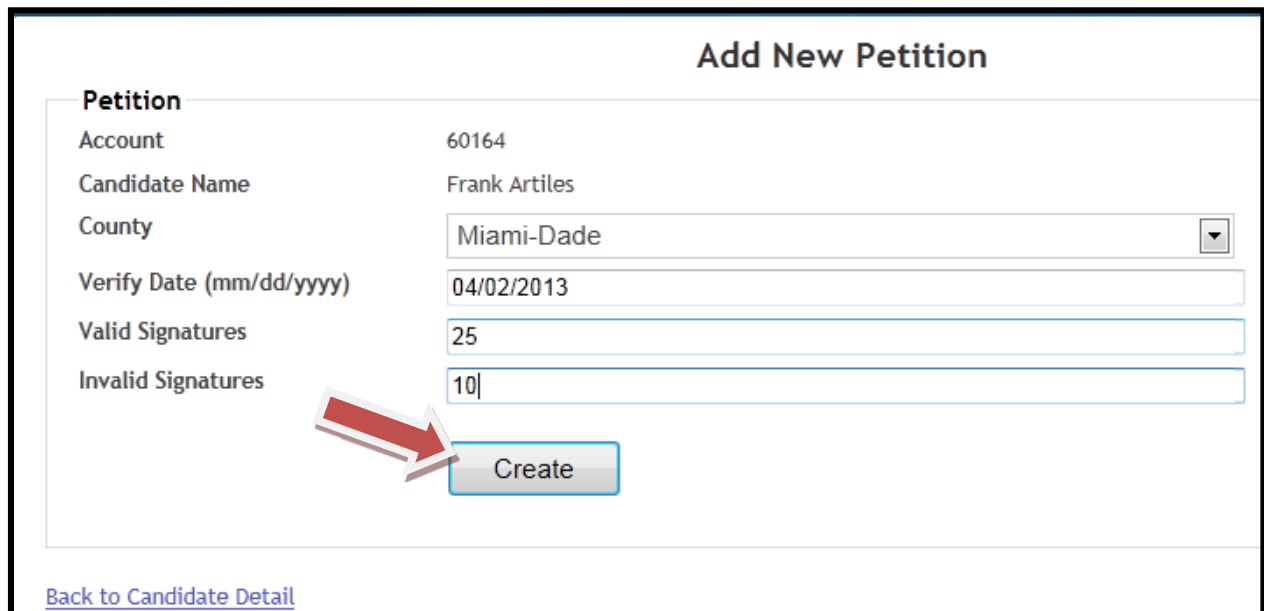
**Add New Petition**

**Petition**

Account	60164
Candidate Name	Frank Artiles
County	<input type="text" value="-- Select --"/>
Verify Date (mm/dd/yyyy)	<input type="text"/>
Valid Signatures	<input type="text" value="0"/>
Invalid Signatures	<input type="text" value="0"/>

[Back to Candidate Detail](#)

- Click **Create**.



**Add New Petition**

**Petition**

Account	60164
Candidate Name	Frank Artiles
County	<input type="text" value="Miami-Dade"/>
Verify Date (mm/dd/yyyy)	<input type="text" value="04/02/2013"/>
Valid Signatures	<input type="text" value="25"/>
Invalid Signatures	<input type="text" value="10"/>

[Back to Candidate Detail](#)



Supervisor's Handbook on Certifying Candidate Petitions  
March 2015

9. If the entry was successful, **“Successfully saved changes!”** will appear at the top of the screen, and the total verified will be added to the table at the bottom of the screen.

Successfully saved changes!

**Candidate Details**

**Candidate Detail**

Election Description 2014 General Election  
Account 60102  
Candidate Name Timothy Michael Devine  
Office Governor -  
Party REP  
Status ACT - 11/9/2012  
Petition Code INT  
Petition Description Will qualify by petition  
Undue Burden Effective Date 3/1/2013  
Last Office or Party Change Date  
Petition Collection Starts 6/9/2012  
Petition Collection Ends 5/9/2014  
Petition Cert. Ends 5/30/2014 5:00:00 PM

[Back to Candidate List](#) | [Edit Candidate](#) | [Add New Petition](#)

**Candidate Petitions Verified**

ALL Counties

Total: 1

County	Verify Date	Verify Number	Verify Type	
ORA	03/01/2013	320	VAL	<a href="#">Edit</a>

10. If you need to edit the information previously entered, click **Edit** next to the appropriate **Verify Type (valid or invalid)**.

[Back to Candidate List](#) | [Edit Candidate](#) | [Add New Petition](#)

**Candidate Petitions Verified**

ALL Counties

Total: 15

County	Verify Date	Verify Number	Verify Type	
DAD	04/02/2013	25	VAL	<a href="#">Edit</a>
DAD	04/02/2013	10	INV	<a href="#">Edit</a>
DAD	04/01/2013	1	INV	<a href="#">Edit</a>
DAD	03/29/2013	302	VAL	<a href="#">Edit</a>
DAD	03/29/2013	102	VAL	<a href="#">Edit</a>
DAD	03/29/2013	301	VAL	<a href="#">Edit</a>

11. Make the necessary changes.

**Edit Petition**

**Petition**

Account	60164
Candidate Name	Frank Artiles
County	Miami-Dade
Verify Date (mm/dd/yyyy)	04/02/2013
Verify Number	620
Verify Type	Invalid Signatures
Created By	Lawson.Terri - 4/2/2013 9:19:44 AM
Revised By	Lawson.Terri - 4/2/2013 9:19:44 AM

[Back to Candidate Detail](#)

12. Click **Save**.

**Edit Petition**

**Petition**

Account	60102
Candidate Name	Timothy Michael Devine
County	Orange
Verify Date (mm/dd/yyyy)	03/01/2013
Verify Number	620
Verify Type	Valid Signatures
Created By	DOS Tester2 - 2/28/2013 3:10:39 PM
Revised By	DOS Tester2 - 2/28/2013 3:10:39 PM

[Back to Candidate Detail](#)

13. If the change was successful, **“Successfully saved changes!”** will appear at the top of the screen, and the table will reflect the changes made.

The screenshot shows a web interface with a green banner at the top that reads "Successfully saved changes!". Below this is a section titled "Candidate Details" containing a list of fields and values for a candidate named Timothy Michael Devine. At the bottom, there is a section titled "Candidate Petitions Verified" which includes a dropdown menu set to "ALL Counties", a "Get Petitions" button, and a table with one row of data. Two red arrows point to the "Successfully saved changes!" message and the "Verify Number" column header in the table.

**Successfully saved changes!**

**Candidate Details**

**Candidate Detail**

Election Description 2014 General Election  
Account 60102  
Candidate Name Timothy Michael Devine  
Office Governor -  
Party REP  
Status ACT - 11/9/2012  
Petition Code INT  
Petition Description Will qualify by petition  
Undue Burden Effective Date 3/1/2013  
Last Office or Party Change Date  
Petition Collection Starts 6/9/2012  
Petition Collection Ends 5/9/2014  
Petition Cert. Ends 5/30/2014 5:00:00 PM

[Back to Candidate List](#) | [Edit Candidate](#) | [Add New Petition](#)

**Candidate Petitions Verified**

ALL Counties

Total: 1

County	Verify Date	Verify Number	Verify Type	
ORA	03/01/2013	620	VAL	<a href="#">Edit</a>

14. Once you have entered and saved all the data in the database and are ready to exit, click on the **Exit** button.



FLORIDA DEPARTMENT OF STATE  
Division of Elections  
SOE Administrative Services  
Candidate Petitions

Welcome Terri Lawson | DOE - ERB | Level = Upd

Home Candidates **Exit**

Candidate List

20141104-GEN

Petitioning  Petitioning By Random Sampling  Non Petitioning

Total: 20

Account	Candidate Name	Candidate Office	Petition Code	Signatures	Required Signatures	
60164	Artiles, Frank	State Representative, District 118	INT	1210	886	Details

15. After clicking on the **Exit** button, two options will be presented (as shown below)----  
**Exit this application and return to SOE Administrative Services** and **Exit this application and Sign out of Windows Live**. Click on desired option.



FLORIDA DEPARTMENT OF STATE  
Division of Elections  
SOE Administrative Services  
Candidate Petitions

Welcome Terri Lawson | DOE - ERB | Level = Update

Home Candidates **Exit**

Exit Confirmation

Or

## Candidates Qualifying by Random Sampling

### Single County Candidates

1. To view the list of Petitioning By Random Sample candidates, highlight the circle button by **Petitioning By Random Sampling** then click **Get Candidates**. Select the candidate for which data needs to be entered by clicking on the **Details** link.

**Candidate List**

20161108-GEN

Petitioning  **Petitioning By Random Sampling**  Non Petitioning

Total: 2

Account	Candidate Name	Candidate Office	Petition Code	Submitted	Required	115%	
64351	Bilirakis, Gus M.	United States Representative, District 12	INS	5601	4784	5502	<a href="#">Details</a>
64503	Burgess, Daniel Wright	State Representative, District 38	INS	500	986	1134	<a href="#">Details</a>

2. To add new petitions for the selected candidate, click on **Add New Petition**.

**Candidate Details**

**Candidate Detail**

Election Description	2016 General Election
Account	64503
Candidate Name	Daniel Wright Burgess Jr.
Office	State Representative - 038
Party	REP
Status	ACT - 1/2/2015
Petition Code	INS - 5/7/2015
Petition Description	Will qualify by petition random sampling
Undue Burden Effective Date	
Petition Collection Starts	1/2/2015
Petition Collection Ends	5/13/2016
Petition Cert. Ends	6/3/2016 5:00:00 PM
Required Signatures	986 ( Required + 15% for random sampling = 1134 )

[Back to Candidate List](#) | [Edit Candidate](#) | [Add New Petition](#)

- Click on the empty box next to [Verify Date \(mm/dd/yyyy\)](#) and select appropriate date. Enter to the number of signatures submitted by the candidate in the line titled [Verify Number](#). Click on [Create](#) when finished.

**Add New Petition**

**Petition**

Account 64503

Candidate Name Daniel Wright Burgess Jr.

County

Verify Date (mm/dd/yyyy)

Signatures Submitted

This will take you back to the [Candidate Details](#) page. Until the required number of signatures have been submitted, the system will indicate “Not Ready To Sample.”

**Candidate Petitions**

**Petitions: Valid / Invalid / Submitted**

Total VAL: 0 Total INV: 0 Total SUB: 500

County	Verify Date	Verify Number	Verify Type	
PAS	05/13/2015	500	SUB	<a href="#">Edit</a>

**Petitions: Sampled**

Not Ready To Sample

Repeat step 3 for each new petition batch.

4. Once the required number of petitions have been received/entered, you will see "[Ready to Sample.](#)" Click on "[Ready to Sample.](#)"

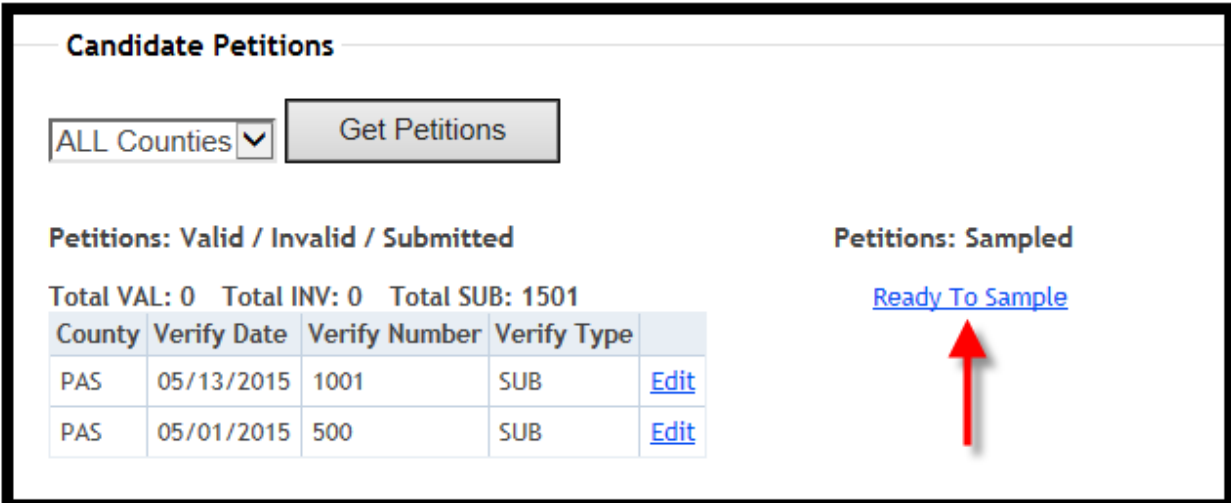
**Candidate Petitions**

ALL Counties

**Petitions: Valid / Invalid / Submitted**      **Petitions: Sampled**

Total VAL: 0   Total INV: 0   Total SUB: 1501      [Ready To Sample](#)

County	Verify Date	Verify Number	Verify Type	
PAS	05/13/2015	1001	SUB	<a href="#">Edit</a>
PAS	05/01/2015	500	SUB	<a href="#">Edit</a>



5. You will then see a list of all counties for this candidate and the total number of submitted petitions.

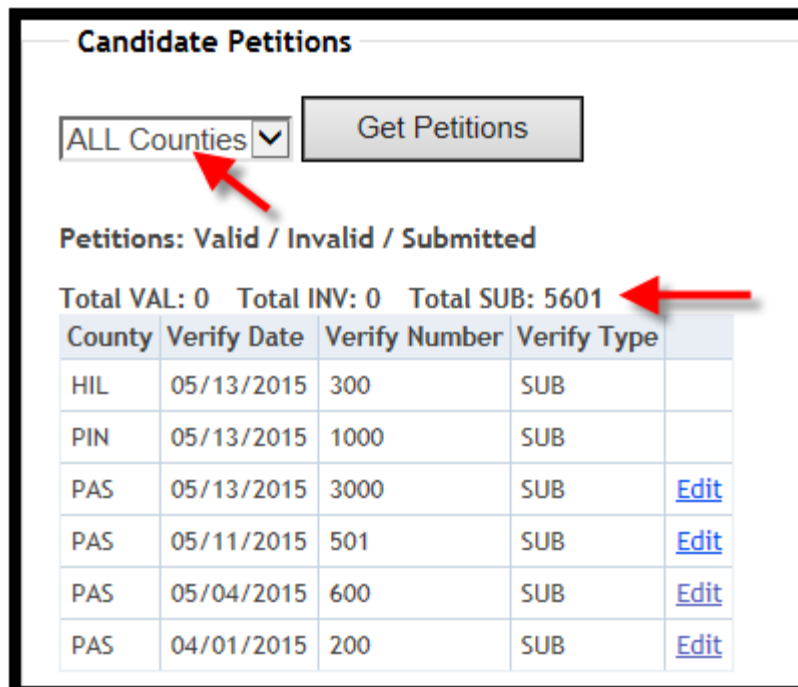
**Candidate Petitions**

ALL Counties

**Petitions: Valid / Invalid / Submitted**

Total VAL: 0   Total INV: 0   Total SUB: 5601

County	Verify Date	Verify Number	Verify Type	
HIL	05/13/2015	300	SUB	
PIN	05/13/2015	1000	SUB	
PAS	05/13/2015	3000	SUB	<a href="#">Edit</a>
PAS	05/11/2015	501	SUB	<a href="#">Edit</a>
PAS	05/04/2015	600	SUB	<a href="#">Edit</a>
PAS	04/01/2015	200	SUB	<a href="#">Edit</a>



6. Click in the boxes verifying that you have contacted the candidate and that all petitions have been entered in the system. Click on **Create Sample**.

**Create Petition Sample**

**Petition Sample**

Account 64503  
Candidate Name Daniel Wright Burgess Jr.  
SamplingType Single County

I have contacted the Candidate and verified that they have turned in all petitions.  
 I have entered all the submitted petitions.

Create Sampl

7. Click on **Edit**.

**Petitions: Sampled**

County	Submitted	Sample Size	Sampled	Invalid	Sample Status	Edit
PAS	1501	1250	0	0	Pending	<a href="#">Edit</a>

8. For single county candidates, each sample size will be 100. Verify the 100 signatures and enter the number of invalid petitions within the sample. Click on **Save**.

**Edit Petition Sample**

**Petition**

Account 64503  
Candidate Name Daniel Wright Burgess Jr.  
County PAS  
Sample Status Pending  
SamplingType Single County  
Sample Size 1250  
Sampled 100  
Invalid 50  
Created By Tester1.SOE - 5/13/2015 4:30:02 PM  
Revised By Tester1.SOE - 5/13/2015 4:30:02 PM


Save



9. Click on [Calculate](#).

**Petitions: Sampled**

County	Submitted	Sample Size	Sampled	Invalid	Sample Status	
PAS	1501	1250	100	50	Completed	<a href="#">Calculate</a>





10. The system will determine whether the sample is sufficient or rejected.

**Calculate Retition Sample**

**Petition**

Account	64503
Candidate Name	Daniel Wright Burgess Jr.
County	PAS
Sample Status	Rejected
Required	986
Required Plus 15 Percent	1134
Submitted	1501
Sample Size	1250
Sampled	100
Invalid	50
Return Message	Reject the petition, MAX is less than the upper limit.



11. Click on Save.

12. If sample was rejected, click on [Ready to Sample](#). Click in the boxes verifying that you have contacted the candidate and that all petitions have been entered in the system. Click on [Create Sample](#).

**Create Petition Sample**

**Petition Sample**

Account 64503

Candidate Name Daniel Wright Burgess Jr.

SamplingType Single County

I have contacted the Candidate and verified that they have turned in all petitions.

I have entered all the submitted petitions.

Create Sample

13. Click on [Edit](#).

**Petitions: Sampled**

County	Submitted	Sample Size	Sampled	Invalid	Sample Status	
PAS	1501	1250	100	50	Rejected	
PAS	1501	1250	0	0	Pending	<a href="#">Edit</a>

14. Select a new sample size of 100 and enter the number of invalid petitions within the sample. Click on [Save](#).

**Edit Petition Sample**

**Petition**

Account 64503

Candidate Name Daniel Wright Burgess Jr.

County PAS

Sample Status Pending

SamplingType Single County

Sample Size 1250

Sampled 100

Invalid 99

Created By Tester1.SOE - 5/13/2015 4:47:53 PM

Revised By Tester1.SOE - 5/13/2015 4:47:53 PM

Save

15. Click on [Calculate](#).

Petitions: Sampled						
County	Submitted	Sample Size	Sampled	Invalid	Sample Status	
PAS	1501	1250	100	50	Rejected	
PAS	1501	1250	200	149	Completed	<a href="#">Calculate</a>

16. Continue to sample in batches of 100 and enter the number of invalid petitions until the sample status changes to "Accepted." Click on Save.

### Calculate Retition Sample

**Petition**

Account	64503
Candidate Name	Daniel Wright Burgess Jr.
County	PAS
Sample Status	Accepted
Required	986
Required Plus 15 Percent	1134
Submitted	1501
Sample Size	1250
Sampled	900
Invalid	248
Return Message	Accept the petition, MAX is greater than the upper limit.

17. Once you have completed sampling, notify the Division that you are finished.

## Multi- County Candidates

Follow steps 1 - 4 for single county candidates. Once the appropriate sample size is received, you will be contacted by the Division to let you know to begin the sampling process.

1. Select "All Counties" in the drop-down list and then click on **Get Petitions**.

**Candidate Petitions**

ALL Counties ▼ Get Petitions

Petitions: Valid / Invalid / Submitted

Total VAL: 0 Total INV: 0 Total SUB: 4301

County	Verify Date	Verify Number	Verify Type	
PAS	05/13/2015	3000	SUB	<a href="#">Edit</a>
PAS	05/11/2015	501	SUB	<a href="#">Edit</a>
PAS	05/04/2015	600	SUB	<a href="#">Edit</a>
PAS	04/01/2015	200	SUB	<a href="#">Edit</a>

2. You will see petitions from all counties in the district. Click on [Ready to Sample](#).

**Candidate Petitions**

ALL Counties ▼ Get Petitions

Petitions: Valid / Invalid / Submitted

Total VAL: 0 Total INV: 0 Total SUB: 5601

County	Verify Date	Verify Number	Verify Type	
HIL	05/13/2015	300	SUB	
PIN	05/13/2015	1000	SUB	
PAS	05/13/2015	3000	SUB	<a href="#">Edit</a>
PAS	05/11/2015	501	SUB	<a href="#">Edit</a>
PAS	05/04/2015	600	SUB	<a href="#">Edit</a>
PAS	04/01/2015	200	SUB	<a href="#">Edit</a>

Petitions: Sampled

[Ready To Sample](#)

3. Click on **Edit** by your county.

**Petitions: Sampled**

County	Submitted	Sample Size	Sampled	Invalid	Sample Status	
HIL	300	141	0	0	Pending	
PAS	4301	2022	0	0	Pending	<a href="#">Edit</a>
PIN	1000	470	0	0	Pending	
ALL	5601	2633	0	0	Pending	

4. The program indicates how many petitions must be sampled. Enter the number in “**Sampled**” field. Enter the number of invalid petitions in the “**Invalid**” field. Click on **Save**.

**Edit Petition Sample**

**Petition**

Account 64351

Candidate Name Gus M. Bilirakis

County PAS

Sample Status Pending

SamplingType Multi County

Sample Size 2022

Sampled

Invalid

Created By Tester1.SOE - 5/14/2015 10:15:23 AM

Revised By Tester1.SOE - 5/14/2015 10:15:23 AM

5. Your **Sample Status** will change to Completed.

Petitions: Sampled					
County	Submitted	Sample Size	Sampled	Invalid	Sample Status
HIL	300	141	0	0	Pending
PAS	4301	2022	2022	100	Completed
PIN	1000	470	0	0	Pending
ALL	5601	2633	2022	100	Pending

6. Notify the Division when you have completed your sampling. Once all counties have completed sampling, the Division will notify the candidate whether the petition requirements were met.