

# Accepting State and Federal Nomination Papers for Certification by the Newton City Clerk during the Covid-19 Emergency

## Newton City Clerk's Office Procedure

### To submit Nomination Papers with Newton voters for certification:

1. Create a cover sheet with the following information and place the cover sheet along with your Nomination Papers for certification in an envelope.

Candidate's Name: \_\_\_\_\_

Office Sought: \_\_\_\_\_

Number of Papers being submitted: \_\_\_\_\_

Name of Person submitting papers: \_\_\_\_\_

E-mail address of person submitting: \_\_\_\_\_

2. Address the envelope to:

Newton City Clerk - Elections  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

3. Newton City Hall is currently closed to the public during the Covid-19 Emergency. Please deliver your nomination papers using one of the following two methods:

**Mail** – You may mail your nomination papers via the U.S. Postal Service or other delivery service. If you would like your certified papers mailed back to you, you must include a pre-stamped and pre-addressed envelope. You may want to use a mail service that tracks your package to ensure timely delivery.

**City Hall Drop Box** – You may drop your nomination paper envelopes in the Newton City Hall drop-box at the front entrance to City Hall. This box is checked daily.

Once we have received your papers, we will send you a confirmation e-mail. Once your papers have been certified we will send you an e-mail letting you know they are ready. If you have sent a pre-addressed, pre-stamped envelope, we will send the papers back to you. Otherwise you will need to call to the City Clerk's Office at 617-796-1200 to arrange to pick them up.

### Deadlines to keep in Mind

#### Deadline to submit nomination papers to the City Clerk's Office:

April 28, 2020 5:00 pm All offices except Statewide and Congress

May 5, 2020 5:00 pm Party candidates for statewide and Congress

#### Deadlines for the Clerk's Office to Certify Papers:

May 19, 2020 5:00 pm All offices except Statewide and Congress

May 26, 2020 5:00 pm Party candidates for statewide and Congress

If you have any questions, please call the Newton City Clerk's Office at 617-796-1200.