

## Accepting 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. Ensure at least one (1) of your Nomination Papers, on the reverse side, is **notarized** before submitting to the Newton City Clerk's Office.
2. 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 (include Ward No.): \_\_\_\_\_
- Number of Papers being submitted: \_\_\_\_\_
- Name of Person submitting papers: \_\_\_\_\_
- E-mail address of person submitting: \_\_\_\_\_
- Contact phone of person submitting: \_\_\_\_\_

3. Address the envelope to:

Newton City Clerk  
 Newton City Hall  
 1000 Commonwealth Avenue  
 Newton, MA 02459  
 ATTN: Election Commission

4. The Newton City Clerk's Office is open by appointment only during the Covid-19 Emergency. Please deliver your nomination papers using the following method:

- **City Hall Drop Box** – You may drop your nomination paper envelopes in the white 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.

### **PLEASE READ: IMPORTANT DEADLINES**

DATE	DAY	TIME	DESCRIPTION
DECEMBER 29, 2020	TUESDAY		NOMINATION PAPERS AVAILABLE
JANUARY 26, 2021	TUESDAY	5:00 PM	LAST HOUR AND DAY TO FILE NOMINATION PAPERS AND A STATEMENT OF CANDIDACY WITH THE COMMISSION
FEBRUARY 11, 2021	THURSDAY	5:00 PM	LAST HOUR AND DAY FOR OBJECTIONS TO AND/OR WITHDRAWL OF NOMINATION PAPERS