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## CHECKLIST FOR FILING

**Filing Deadline: 5:00 p.m. on Friday, August 12, 2022**

The following forms must be filed concurrently:

- Completed Nomination Paper** containing a minimum of 20 signatures of registered voters residing within the District in which the candidate is running for office located within the Oakley city limits. Example: A candidate running for office in District 2 must obtain signatures from registered voters within District 2.
- Completed Ballot Designation Worksheet** provide copies of all supporting documentation.
- Completed Statement of Economic Interests (Form 700) – Candidate**
- Completed Form 501, if not submitted earlier**
- Completed Code of Fair Campaign Practices (Optional)**
- Completed Candidate Statement of Qualifications (Optional) --** If you choose to file a Candidate Statement of Qualifications, e-mail the final version of the statement to the City Clerk's office *prior* to coming in and filing your papers. Our office will count words (250 max) and ensure the content is in compliance with applicable laws after you submit the final document. *We will not proof read or make corrections to this document; please proof read your document carefully.*
- Payment - Deposit for Candidate Statement of Qualifications (District 2: \$244.56; District 4: \$263.76)**  
*Applies if you choose to have a Candidate Statement printed.*  
Checks should be made payable to the City of Oakley.
- Payment - Filing Fee (\$25.00)**  
Checks should be made payable to the City of Oakley.

Please contact one of the following election officials to make an appointment to file papers during regular business hours (Monday-Thursday, 8:00am-6:00pm and Friday 8:00am-5:00pm). **City Hall will be closed Friday, August 5, 2022.** We do not take appointments before or after business hours. **Please allow 30-45 minutes for this process.**

Libby Vreonis (925) 625-7013  
Kim Snodgrass (925) 625-7048  
Diana Kerr (925) 625-7000

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