



State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

ERIC H. JASO
Chairman

STEPHEN M. HOLDEN
Commissioner

MARGUERITE T. SIMON
Commissioner

Respond to:
P.O. Box 185
Trenton, New Jersey 08625-0185

(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)

Website: <http://www.elec.state.nj.us/>

JEFFREY M. BRINDLE
Executive Director

JOSEPH W. DONOHUE
Deputy Director

DEMERY J. ROBERTS
Legal Director

STEPHANIE A. OLIVO
Compliance Director

EDWIN R. MATTHEWS
Legal Counsel

MEMORANDUM

To: County and Municipal Clerks
From: Stephanie A. Olivo, Esq., Compliance Director
Re: Distribution of Request Forms for Compliance Manuals
Date: February 2, 2018

Candidates and campaign committees have reporting requirements in the fire, municipal, runoff, primary, general, special, recall, and school board elections. If a candidate or treasurer participating in one of these elections wishes to receive the "Compliance Manual for Candidates," PLEASE GIVE THEM A COMPLIANCE MANUAL REQUEST FORM. This form has detailed instructions concerning how to obtain a manual and how to file electronically. A manual request form is enclosed. Please photocopy the form as needed.

By way of reminder, all nominating petitions, except for political party officers of state and county committees, shall be printed with the following notice:

"NOTICE: ALL CANDIDATES ARE REQUIRED BY LAW TO COMPLY WITH THE PROVISIONS OF THE NEW JERSEY CAMPAIGN CONTRIBUTIONS AND EXPENDITURES REPORTING ACT. FOR FURTHER INFORMATION, PLEASE CALL ELEC AT (609) 292-8700 OR TOLL FREE WITHIN NJ AT 1-888-313-ELEC (3532)."

To insure that every candidate reads this important notice, the appropriate place for this notice to appear on the nominating petition is the page on which the candidate's signature appears. It would be helpful to include the Commission's website (www.elec.state.nj.us) in the petition notice as well.

Thank you for your anticipated help with the 2018 elections. If you have any questions, please contact the Compliance Staff of the Commission at (609) 292-8700 or toll free within NJ at 1-888-313-ELEC (3532).



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COMPLIANCE MANUAL REQUEST FORM

To obtain a "Compliance Manual for Candidates," please go to the Commission's website at www.elec.state.nj.us and click on "Candidates & Committees." The entire Manual, as well as a particular form or page, can be printed. *Please note that electronic filing is also available.* Short forms, such as the A-1, A-2, C-1, D-1, D-2, DX, and E-1 can be filed electronically after obtaining a registration number and PIN. The long form (R-1) can also be filed electronically upon downloading and installing the R-1 Electronic Filing Software (REFS). The following link, which can also be found on the Commission's website, will bring you directly to the software for download and installation: http://www.elec.nj.gov/refs_setup/publish.htm.

The Commission staff encourages you to electronically file your campaign reports. Simply click on "Candidates & Committees," then click on "Electronic Filing" and follow the instructions to obtain a registration number and PIN.

If you wish to receive a paper copy of the Manual, complete the information below. Please print clearly and return the Form to the Election Law Enforcement Commission. You may fax this Form, or return this Form via regular mail. The fax number is: (609) 633-9854.

Day Telephone Number _____

Election Type and Year _____

Name _____

Address _____

For State Use Only

Date Received

Date Manual Mailed

Initials