



# SHARON J. TYLER, Berrien County Clerk Clerk of the Circuit Court

**TO:** Board of Commissioners' Candidates  
**FROM:** Sharon J. Tyler, County Clerk  
**DATE:**  
**RE:** Filing for Office

The following documents that are required for you to file for the office of County Commissioner.

### **AFFIDAVIT OF IDENTITY:**

Please complete your affidavit of identity carefully. Please check that all of the information is complete and correct – including a complete mailing address. Do not sign the affidavit until you have been given an oath at the time of notarization.

### **NOMINATING PETITIONS:**

Included in this packet are nominating petitions (City/Township Partisan); a brochure explaining the proper circulation of said petitions; a Candidate Committee Manual; and MCL168:544 (re: signature requirements). A minimum of 20 a maximum of 50 signatures of registered voters is necessary to fulfill nomination requirements. The validity of each signature is verified as soon as possible once the petitions have been filed. If there are any issues with the filings, you will be notified immediately. Note that additional nominating petitions may be submitted up until the filing deadline if the requisite number of signatures is not initially met.

### **FILING FEE:**

A filing fee of \$100.00 may be paid County Clerk's Office in lieu of filing nominating petitions. The highest vote-getter and the second highest vote-getter in each district will have their filing fee refunded following the election.

### **FILING DEADLINE & LOCATION:**

The filing deadline is 4:00 p.m. on **April 24, 2018**. Affidavits of Identity and nominating petitions/filing fees must be filed together in the County Clerk's Office on the **first floor of the Courthouse**. Cell phones are not allowed in the Courthouse.

### **STATEMENT OF ORGANIZATION:**

Included in this packet is: Statement of Organization Form for Candidate Committees and a Candidate Committee Campaign Statement Instructions Manual link. This form is required under Michigan's Campaign Finance Act. Incumbents should use the enclosed blank form to make any updates to their committee and file it at the Clerk's Office. The Candidate's CFR Manual and Instructions and Forms Manual are available online links have been included in this packet.

**Courthouse**  
811 Port Street  
St. Joseph, MI 49085  
269.983.7111, Ext. 8368  
269.982.8642 Fax

1  
Circuit Court Records,  
Elections

**South County Building**  
1205 N. Front Street  
Niles, MI 49120  
269.983.7111, Ext. 6288 or 269.684.5274  
269.687.1261 Fax

1  
Vital Records, Marriage Licenses,  
DBA's & Copartnerships, CCW's,  
Notary Commissions, Circuit Court Records,  
Dog Licenses

**Administration Center**  
701 Main Street  
St. Joseph, MI 49085  
269.983.7111, Ext. 8233  
269.982.8667 Fax

1  
Vital Records, Marriage Licenses,  
DBA's & Copartnerships, CCW's,  
Notary Commissions,  
Veteran's Identification Cards

Please do not hesitate to call our office if you should have any questions. You may contact us at the following:

Sharon Tyler – County Clerk  
983-7111 ext 8241 or [styler@berriencounty.org](mailto:styler@berriencounty.org)

Sara Kirby – Elections Administrator  
983-7111 ext 8264 or [ctoliver@berriencounty.org](mailto:ctoliver@berriencounty.org)

## **County Website Resources** **[www.berriencounty.org](http://www.berriencounty.org)**

### **County Directories**

Go to the home page  
Click on Your Government  
Click on Elections  
Click on Information for Candidates

### **County Profile, Community Profiles, etc.**

Go to the home page  
Click on Community Resources

### **County Budget, Dashboard and other financial information**

Go to the home page and click on the County Government tab at the top of the page  
Click on Departments  
Click on Financial Services  
List of Services on the left side of the screen and click on desired information