



Honorable F. Ann Rodriguez

Pima County Recorder

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Procedures & Fee Schedule Early Ballot List Information

May 21, 2013 General Election

FEES: A one-time fee payable to Pima County Recorder. Fees charged are to cover reproduction costs of the early ballot listing and early ballot return lists.

	<u>Early Ballots</u>	<u>Ballot Returns</u>
Town of Sahuarita*	60.00	40.00
Town of Marana*	80.00	60.00
City of South Tucson	10.00	10.00

* Town of Sahuarita and Town of Marana General Elections being conducted as all Ballot-by-Mail.

To order a list of all voters who received a ballot by mail and/or voters who have returned early ballots, you **MUST** adhere to the following procedures:

1. Complete the [Order Form & Contract](#). The lists are available only on the Recorder's secure Web Site. **FORM MUST BE FILLED IN COMPLETELY.**
2. A) Legally, we can start mailing ballots on Thursday, April 25, 2013. Barring court challenges or ballot printing delays, the first early ballot request lists will be posted between 8:00 a.m. and 12:00 noon Friday, April 26, 2013. You will need to keep checking our website for this information; we do not know the exact time. PLEASE DO NOT CALL OUR OFFICE about this information; keep checking our website. Your check and form must be in our office by **5:00 p.m. on Tuesday, April 23, 2013** in order to receive the first list. Make checks payable to *Pima County Recorder*.



- B) If you miss the deadline shown in 2(A), you can still order at any time during the early voting period. However, the early ballot list will not be available until two days following the date we receive your order form and fees. If you later decide to order the ballot return list, you may do so. Your ballot return lists will commence two business days after we receive your check and an amended order form. **BACK-ORDERS WILL NOT BE PROVIDED FOR PRIOR EARLY BALLOT AND BALLOT RETURN LISTS, AND FEES WILL NOT BE PRORATED.** (This provision does not apply to the purchase of the early voting list in a jurisdiction holding an all Ballot-By-Mail election. However, it does apply to the purchase of the ballot return list.)
- C) An e-mail address and fax number must be provided for notification in the case of any changes, etc.
3. If you order the ballot return lists, they will be made available as a separate file beginning on the day after the first returns are processed, sometime after 10:00 a.m. In the beginning of the early voting process, you may not have any ballot returns posted on some days, as we are busy mailing ballots out. However, closer to Election Day, you will receive a list each day. It is your responsibility to check our web site for this information daily. We will continue to post ballot return lists; it is not unusual to receive postings after Election Day.
4. Political Action Committees requesting early ballot data must submit a copy of their Statement of Organization on file with the appropriate agency, showing Chairperson's name and signature, with their Order Form and Contract. Please note it is the Chairperson who must sign the Contract.
5. Please note that the Order Form & Contract is a 3-page document. ***Your order will be rejected if it is not completely filled in, each page initialed at the bottom, signed by the Candidate and notarized.***

If you have questions, please call Pamela Franklin at 724-4356.