

INSTRUCTIONS FOR FILING A PETITION IN LIEU OF FILING FEE

Name of Individual requesting petition: _____

Step 1.	Individuals must first complete and file with the City Clerk as soon as possible an Affidavit of Financial Worth to determine eligibility as an indigent.	Affidavit issued/date: Date filed with City Clerk's Office:
Step 2.	City Clerk's Office submits the Affidavit to the City Attorney's Office for review and final determination of eligibility as an indigent – immediately.	Date submitted to City Attorney :
Step 3.	City Attorney's Office determines indigent or not.	Date received for City Attornes Office: Indigent? Yes ☐ No ☐
Step 4.	City Clerk notified individual of the findings.	Date notification sent – e-mail, or letter
Step 5.	IF DETERMINED NOT INDIGENT: Within three days of notification , excluding Saturdays, Sundays, and state holidays, the individual must pay the requisite filing fee. If failure to respond within the time prescribed, the City Clerk will not proceed with the filing of the Nomination Petition with the Contra Costa County Elections Division Office.	Response received? Yes ☐ No ☐ Date received: <i>If filing fee is not paid – (cannot proceed with nomination petition)</i>
	IF DETERMINED INDIGENT – Issue Petition in Lieu of Filing Fee packet and Nomination papers without requesting payment of the filing fee.	Date of issuance of packet/nomination papers:
Step 6.	Determine which Petition In Lieu of Filing Fee Form/packet is needed <i>(This is not a substitute for a nomination paper)</i> • Mayoral candidates need 3720 signatures of Richmond registered voters • Council candidates need 1346 signatures of Richmond registered votes in the district running for	Date packet issued: Type of packet:
Notes.	<i>Refer to Ordinance No. 6-81 N.S. Section 2: 1-6.</i> A registered voter may only sign one petition for each office. An eligible registered voter may sign both the candidate's nomination papers and the petition in-lieu of a filing fee. Candidates must file the Petition In Lieu of Filing Fee with the Clerk's Office at the same time nomination papers are filed.	