

## Ballot Layout Introduction

The Secretary of State will send out a sample ballot and ballot printing instructions for each election. The ballot for each county should follow this layout with the addition of county candidates and initiatives.

Plan ballot layout early and contact your vendor in a timely fashion.

Proof. Proof. Proof. Make sure your ballot layout is correct and that spelling is checked by someone other than the person who laid out the ballot.

Before ballot layout can commence, the election official needs the following:

1. A list of all federal, state, legislative district, judicial candidates, local candidates and issues to be on the ballot.
2. A list of all precincts and their registration totals.
3. A listing of which legislative districts and taxing districts to be included in the elections are associated with each precinct.

Once this information is gathered, ballot layout can begin. The ballot is laid out in accordance with the hierarchy of offices for the specific election. The hierarchy of offices is as follows:

1. Presidential Electors
2. United States Senator
3. United States House of Representatives
4. Governor
5. Lieutenant Governor
6. Secretary of State
7. State Controller
8. State Treasurer
9. Attorney General
10. Superintendent of Public Instruction
11. State Senator
12. State Representative – Position A
13. State Representative – Position B
14. County Commissioner District \_\_\_\_\_
15. County Commissioner District \_\_\_\_\_
16. County Sheriff
17. Clerk of the District Court
18. County Treasurer
19. County Assessor
20. County Coroner
21. Prosecuting Attorney
22. Precinct Committeeman (Primary Only)

For the Judicial Nominating Ballot, the order is:

1. Supreme Court Justice
2. Court of Appeals
3. District Court Judges

The following documents are samples of ballot layout procedures.