

2004 Indiana Election Calendar

Election Administrator's Edition



**Published by the
Indiana Election Division
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This calendar is designed to serve as a comprehensive listing of election-related dates set forth in Indiana statutes. Although the Election Division staff has taken every effort to ensure the accuracy of the information in this publication,

**WHERE YOUR LEGAL RIGHTS ARE INVOLVED,
DO NOT RELY ON THIS CALENDAR.
INSTEAD, REVIEW THE LAW YOURSELF OR CONSULT
YOUR ATTORNEY**

GENERAL RULES ABOUT USING THIS CALENDAR

DATES IN THIS CALENDAR ARE SUBJECT TO CHANGE BY THE 2004 SESSION OF THE INDIANA GENERAL ASSEMBLY

This publication lists election dates from December 2003 through January 2005. The Indiana Code ("IC") citations included in this publication are current as of November 30, 2003.

If an election law specifies a final date for a particular filing, but no final hour of that day, the final hour for filing is **NOON**, prevailing local time (IC 3-5-4-1). Every date appearing in this calendar must be read as having a **noon deadline** for the filing, unless another time is specifically stated. See also IC 3-5-2-24.5 to determine when a "filing" is considered completed.

A legal action required to be taken on a day when **state** offices are closed may be taken on the next following workday (IC 4-1-2-2).

Whenever the election code requires that a legal action be taken at the office of a **circuit court clerk or a political subdivision**, and the **final day for performing the action falls on a day when the office is not open to conduct public business (or the office is open, but it is a state holiday under IC 1-1-9)**, the legal action may be performed on the **next day** that the office is open for public business **OR** if the action to be performed is receiving a **filing**, through noon of the next day that the office is open for public business (IC 3-5-4-1.5).

However, this rule does **not apply** to a legal action that must taken by an individual or organization which is not a government office or officer for a political subdivision, such as the county chairman of a political party, or a meeting of the county organization of a political party. These legal actions must be taken no later than the date and time specified, even if the deadline falls on a Saturday, Sunday, or other holiday under IC 1-1-9.

A "county voter registration office" refers to a circuit court clerk, a board of registration, the Lake County board of elections and registration, or the Tippecanoe County board of elections and registration (IC 3-5-2-16.2).

* * *

In 2004, Indiana voters will elect individuals to serve in the following offices:

1. Presidential electors pledged to support candidates for President and Vice-President of the United States
2. United States Senate (1 seat)
3. Governor and Lieutenant Governor
4. Attorney General and Superintendent of Public Instruction
5. United States House of Representatives elected (all 9 seats)
6. Indiana State Senate (Districts 2, 3, 5, 7, 8, 9, 10, 12, 13, 16, 18, 20, 24, 28, 30, 32, 33, 34, 35, 36, 37, 40, 42, 44, and 50)
7. Indiana House of Representatives (all 100 seats)
8. Judges of circuit, superior and county courts in several counties
9. Clerks of the circuit court, County Auditors, County Recorders, County Treasurers, County Sheriffs, County Coroners, County Surveyors, County Assessors, County Commissioners and County Council Members in several counties
10. School board members, elected by voters in several school corporations;
11. Town Council members, town clerk-treasurers and town judges in certain towns which have chosen to stagger terms for town council members, or to elect all town officials during 2004
12. Voters will vote on the ratification of proposed state constitutional amendments, the retention of state appellate judges or local judges and on any local public question placed on the ballot in accordance with state law
13. Major party state convention delegates (elected at the primary election)

CALENDAR DESIGNATIONS

The following designations are used throughout this publication to indicate the nature of certain filing dates and deadlines:

ABS Indicates dates associated with absentee ballots.

CFA Indicates dates associated with campaign finance.

CAN Indicates dates associated with candidates.

FORMS

Where applicable, following the Indiana Code citation at the end of a calendar entry is a reference to the relevant Indiana state form. For example: Wednesday, January 21, 2004 is the first day an individual may file a declaration of candidacy for primary nomination. The state form for this filing is the CAN-2 form.

Please note that IC 3-5-4-8 provides, in relevant part:

“Except as provided in subsection (e) [which concerns certain voter registration forms]... **a person must use the most recent version of the form approved by the [Indiana Election] Commission to comply with [the election law]**...”

If you are uncertain whether you have the most recent version of an approved form, contact the Election Division for information.

DECEMBER 2003

Monday, December 1, 2003

VOTER REGISTRATION BEGINS

First day after the municipal election that an individual may register to vote. (IC 3-7-13-10)

Certain absent uniformed services voters qualify for voter registration after the usual voter registration deadline of April 5, 2004 if the voter receives a discharge or government movement order on or after this date. (IC 3-7-36-14)

DEADLINE for a county voter registration office to provide, upon request, a list of deceased voters whose registration has been canceled based on the state department of health report to county chairmen. (Transferred from Sunday, November 30, 2003; IC 3-7-28-12)

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. (Transferred from Sunday, November 30, 2003; IC 3-7-28-13; 3-7-46-9)

County voter registration office prepares a list of disfranchised voters. (Transferred from Sunday, November 30, 2003; IC 3-7-46-8)

Properly completed voter registration applications that were received after the close of the last registration period must be processed on this date. (IC 3-7-13-12)

First day that a county voter registration office can dispose of voter registration declinations and voter list maintenance program lists received by the county voter registration office on or before December 1, 2001. (IC 3-7-27-6)

First day that a county election board, or the Lake and Tippecanoe County boards of elections and registration, can dispose of campaign finance reports filed in those offices for elections in 1999 and previous years. (IC 3-9-4-6)

Deadline, by noon, for the state chairman of a major political party to certify to the Indiana Election Division: 1) the number of state convention delegates to be elected in 2004 in each county; 2) whether delegates are to be elected from districts or at large in each county; and 3) if a county is to elect delegates, the number of districts in each county. (Transferred from November 30, 2003; IC 3-8-4-3)

Tuesday, December 9, 2003

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and had been placed in a DOC facility during the previous month. (IC 3-7-46-4)

DECEMBER

Sunday, December 14, 2003

Last day that the proprietor or manager of a residential facility (other than a mental health facility) must maintain a list of residents for use by poll takers in the general election. (IC 3-6-11-7)

Monday, December 22, 2003

DEADLINE for a local recount commission to complete a recount for a local office or a school board office. (Transferred from Saturday, December 20, 2003) (IC 3-12-6-21.9)

Thursday, December 25, 2003

Friday, December 26, 2003

CHRISTMAS DAY

WASHINGTON'S BIRTHDAY

Indiana election division closed.

Tuesday, December 30, 2003

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. (IC 3-7-28-13; 3-7-46-9)

Wednesday, December 31, 2003

CFA End of annual campaign finance reporting period and post-election campaign finance reporting periods for 2003. (IC 3-9-5-10)

DEADLINE, by noon for county committees of a major political party to establish state convention delegate districts and file description of districts with county election board. (IC 3-8-4-3)

DEADLINE for a town council in a town which elects its town officials in the 2003 municipal election to determine which incumbent "at large" town council members will serve an additional four year term as "holdover" members under Article 15, Section 3 of the Constitution of the State of Indiana when fewer at large members were elected in November 2003 than the number of at large town council seats to be filled. (IC 3-13-9-5.6)

DEADLINE, for the Indiana election commission to approve a revised absentee ballot application form and absentee ballot mailing envelope containing the standard oath prescribed for military voters and overseas voters. (SEA 268, SECTIONS 207-208)

DEADLINE, for the Indiana election division to provide mail-in registration form distribution sites with revised mail-in registration forms and to notify the sites that previously furnished mail-in registration forms are now obsolete and may not be used. (SEA 268, SECTION 209)

DECEMBER

Wednesday, December 31, 2003 (continued)

DEADLINE, if the co-directors of the Indiana election division choose to submit a list of the names and addresses of voters with rural route addresses to the United States Postal Service. (IC 3-7-40-4)

DEADLINE for a county voter registration office to mail the request for transfer of registration affidavits executed by persons who changed residence to another county in Indiana within 30 days before the 2003 municipal election to the county where the person now resides (or to the Indiana election division if the person has moved outside of Indiana). (IC 3-7-43-4)

DEADLINE, for a county election board to determine whether the board will adopt an order to permit qualified individuals who are sixteen or seventeen years of age to serve as precinct election officers. (SEA 268, SECTION 217)

County voter registration office prepares a list of disfranchised voters. (IC 3-7-46-8)

A resolution adopted by a town with a population of less than 500 to establish a town election board in 2003 expires. (IC 3-10-7-5.5)

A resolution adopted by a county election board to omit the appointment of poll clerks and sheriffs in certain precincts expires. (IC 3-6-6-38)

Provisional ballot law applies to all elections held after this date. (IC 3-11.7-1-1)

JANUARY 2004

Thursday, January 1, 2004 NEW YEAR'S DAY
Indiana election division closed.

CFA Beginning of 2004 campaign finance reporting periods. (IC 3-9-5-10)

First day a major party candidate wishing to be placed on the primary election ballot as a candidate for President of the United States may file a petition for ballot placement with a county voter registration office for verification of signatures. (IC 3-8-3-4)

First day for a town council in a town with a population of 3,500 or more, to adopt an ordinance to provide for the election of all town officials to one year terms in the 2007 municipal election so that all future town officials will be elected in the general election conducted in 2008 and every four years after that date, if the town is otherwise permitted to do so under state law. (IC 3-10-6-2.6)

First day for a town council in a town with a population of less than 3,500 to adopt an ordinance abolishing town legislative body districts. (IC 36-5-2-4.1)

Beginning at noon, first day of term for an individual elected as mayor of a city in 2003. (IC 36-4-5-2; IC 36-3-3-2)

Beginning at noon, first day of term for an individual elected as judge of a city court in 2003. (IC 33-10.1-3-1.1)

Beginning at noon, first day of term for an individual elected as a city clerk or city clerk-treasurer in 2003. (IC 36-4-10-2)

Beginning at noon, first day of term for an individual elected as a city-county council member in 2003. (IC 36-3-4-2)

Beginning at noon, first day of term for an individual elected as a city common council member in 2003. (IC 36-4-6-2)

Beginning at noon, first day of term for an individual elected as member of a town council in 2003. (IC 36-5-2-3)

Beginning at noon, first day of term for an individual elected as a town clerk-treasurer in 2003. (IC 36-5-6-3)

Beginning at noon, first day of term for an individual elected as a judge of a town court in 2003. (IC 33-10.1-3-1.1)

JANUARY

Thursday, January 1, 2004 (continued):

DEADLINE, for the secretary of state, with the consent of the co-directors of the Indiana election division, to certify to the federal Administrator of General Services that the state cannot replace all lever voting machine systems in Indiana and cannot replace all punch card voting systems in Indiana by this date. (SEA 268, SECTION 214)

DEADLINE, for the secretary of state, with the consent of the co-directors of the Indiana election division, to certify to the federal Election Assistance Commission that a statewide voter registration system that complies with HAVA will not be established by this date. (SEA 268, SECTION 210)

Deadline to establish a statewide voter registration system that complies with HAVA However, this deadline can be extended under HAVA until January 1, 2006. (IC 3-7-26-2; 3-7-26-8)

Friday, January 2, 2004

CAN First day a major party candidate for President, Governor or U.S. Senate may file a petition of nomination with a county voter registration office for verification of petition signatures. (Transferred from Thursday, January 1, 2004; IC 3-8-2-10; IC 3-8-3-4) **STATE FORM: CAN-8 (President); CAN-4 (Governor or U.S. Senate)**

CAN First day a minor party candidate (other than a Libertarian Party candidate) or an independent candidate wishing to be placed on the 2004 general election ballot may file a petition of nomination with a county voter registration office for verification of petition signatures. (Transferred from Thursday, January 1, 2004; IC 3-8-6-10) **STATE FORM: CAN-19**

CAN First day a Democratic Party, Libertarian Party, or Republican Party candidate may file a declaration of candidacy for town council in a town that elects town council members in 2004. (Transferred from January 1, 2004; IC 3-8-5-10.5; 3-8-5-17) **STATE FORM: CAN-16**

First day Indiana election division may discard duplicate copies of federal campaign finance reports filed in 2001. (SEA 136, IC 3-9-4-6, IC 3-9-5-13)

JANUARY

Monday, January 5, 2004

First day that lever voting machines used in the 2003 general election may be unlocked, unless requested by the Indiana election division. (IC 3-11-12-35)

A person may a civil action alleging a violation of NVRA if: (1) the violation is not corrected within 30 days after the co-directors of the Indiana election division receive notice of the violation; and (3) the violation occurs not later than this date (120 days before the primary election). (IC 3-7-11-14)

Monday, January 12, 2004

DEADLINE for the Indiana general assembly to reconvene for the 2004 regular session. (IC 2-2.1-1-2(d))

Tuesday, January 13, 2004

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and had been placed in a DOC facility during the previous month. (IC 3-7-46-4)

Thursday, January 15, 2004

First day a county election board or the Lake and Tippecanoe County boards of elections and registration must furnish absentee ballot applications to all political party central committees in the county. (IC 3-11-4-4)

Monday, January 19, 2004 MARTIN LUTHER KING, JR. DAY
Indiana election division closed.

Wednesday, January 21, 2004

CFA DEADLINE, by noon, prevailing local time, for all candidate committees, all legislative caucus committees, and all political action committees to file the **2003 annual campaign finance report** with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. A committee may be required to file with **both** the Indiana election division and a county election board. This deadline applies whether the report was hand delivered, sent by U.S. mail, or otherwise delivered to the division or board. (IC 3-9-5-3; 3-9-5-10) **STATE FORM: CFA-4**

JANUARY

Wednesday, January 21, 2004 (continued):

- CAN** First day an individual may file with the secretary of state a petition for placement on the 2004 primary election ballot as a major party candidate for President of the United States following certification of the petition signatures by county voter registration offices. The declaration of candidacy must accompany the petition. (IC 3-8-3-1) **STATE FORM: CAN-8 (petition), CAN-7 (declaration of candidacy)**
- CAN** First day an individual may file with the secretary of state a petition for placement on the 2004 primary election ballot as a major party candidate for United States Senator or Governor following certification of the petition signatures by county voter registration offices. The declaration of candidacy must accompany the petition. (IC 3-8-2-8) **STATE FORM: CAN-4 (petition), CAN-2 (declaration of candidacy)**
- CAN** First day an individual may file a declaration of candidacy with the secretary of state as a major party candidate for nomination as a U.S. Representative, a state legislative office, or a judicial office for the 2004 primary election. (IC 3-8-2-4; 3-8-2-5) **STATE FORM: CAN-2**
- CAN** First day an individual may file a declaration of candidacy with a county election board or the Lake and Tippecanoe County boards of elections and registration for nomination as a major party candidate to a local office (other than a judicial office) at the 2004 primary election. This declaration must be filed in the office of the county election board located in the county seat. (IC 3-8-2-4; 3-8-2-6) **STATE FORM: CAN-2**
- CAN** First day an individual may file a petition of nomination with a county election board or the Lake and Tippecanoe County boards of elections and registration for election to a school board office at the 2004 primary election. This declaration must be filed in the office of the county election board located in the county seat of the county containing the greatest percentage of population of the school district. (IC 3-8-2-4; IC 20-4-1-26.4) **STATE FORM: CAN-34**
- CAN** First day an individual may file a declaration of candidacy with a county election board or the Lake and Tippecanoe County boards of elections and registration for election as a state convention delegate at the 2004 primary election. This declaration must be filed in the office of the county election board located in the county seat. (IC 3-8-2-3; IC 3-8-2-4) **STATE FORM: CAN-37**
- CAN** First day an individual may file with the election division a declaration of candidacy for election to the Allen County superior court at the 2004 general election. (IC 3-8-2-4; IC 33-5-5.1-29) **STATE FORM: CAN-41**

JANUARY

Wednesday, January 21, 2004 (continued):

CAN First day an individual may file with the election division a declaration of candidacy for election to the Vanderburgh County superior court at the 2004 general election. (IC 3-8-2-4; IC 33-5-43.2-1) **STATE FORM: CAN-41**

DEADLINE for a township board to file a resolution with a county election board or the Lake and Tippecanoe County boards of elections and registration declaring that the election of a township assessor in a township with a population of more than 5,000 but not more than 8,000 is necessary. An assessor will then be elected in the township at the 2004 general election. (IC 3-10-2-14; IC 36-6-5-1)

Friday, January 30, 2004

DEADLINE, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to review its campaign finance records to determine if a committee is subject to the administrative dissolution procedure. (IC 3-9-1-12)

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. (IC 3-7-28-13; 3-7-46-9)

FEBRUARY 2004

Monday, February 2, 2004

DEADLINE, by noon, for each county voter registration office to file with the Indiana election division a report including a statement of the number of voters in each precinct in the county, as of December 31, 2003, any revisions to the county's NVRA implementation plan, and other data prescribed by the division. (IC 3-7-12-28)

DEADLINE for an individual elected to a city or town office in the 2003 municipal election to take and file the individual's oath of office. (IC 5-4-1-1.2) **STATE FORM: A sample oath is on the back of the certificate of elections for all city and town offices except judges who are commissioned by the Governor.**

DEADLINE for local health officers to file quarterly list of deceased residents with the State Department of Health and the State Department of Health to file electronically with the Indiana Election Division. (IC 3-7-45-2)

DEADLINE for each county sheriff to provide the county voter registration office with a list of each Indiana resident who has been convicted of a crime and had been placed in a county correctional facility during the previous quarter. (IC 3-7-46-6)

County voter registration office prepares a list of disfranchised voters. (IC 3-7-46-8)

Wednesday, February 4, 2004

CAN First day for an individual to file a declaration of intent to be a write-in candidate for a school board office elected at the same time as a primary election. (IC 3-8-2-4; 3-8-2-2.5) **STATE FORM: CAN-13**

First day the circuit court clerk (or lake and Tippecanoe County boards of elections and registration may receive absentee ballot applications from most voters. (IC 3-11-4-3)

Tuesday, February 10, 2004

DEADLINE, by noon, for a major party candidate for President to file a petition of nomination with a county voter registration office for verification of petition signatures. (IC 3-8-3-4) **STATE FORM: CAN-8**

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and has been placed in a department of correction facility during the previous month. (IC 3-7-46-4)

FEBRUARY

Monday, February 16, 2004

DEADLINE, by noon, for a county voter registration office to submit computerized voter registration data (current as of February 1, 2004) to the Indiana election division. (IC 3-7-26-4) (transferred from Sunday, February 15, 2004)

Tuesday, February 17, 2004

DEADLINE, by noon, for a major party candidate for U.S. Senate or Governor to file a petition of nomination with a county voter registration office for verification of petition signatures. (IC 3-8-2-10) **STATE FORM: CAN-8**

Friday, February 20, 2004

CAN DEADLINE, by noon, for major party candidate for President, U.S. Senate or Governor to file petition for placement on the primary election ballot with the secretary of state following certification of petition signatures by county voter registration offices. A request for ballot placement must accompany the petition for the office of president and a declaration of candidacy must accompany the petition for the offices of U.S. Senate or Governor. (IC 3-8-2-4; 3-8-2-5; 3-8-3-1; 3-8-3-4) **STATE FORMS: CAN-7 AND CAN-8 (President) and CAN-4 and CAN-2 (U.S. Senate or Governor)**

CAN DEADLINE, by noon, Indianapolis time, for major party candidate for U.S. Representative, state legislative office, or judicial office to file a declaration of candidacy with the election division for the 2004 primary election. (IC 3-8-2-4; 3-8-2-6) **STATE FORM: CAN-2**

CAN DEADLINE, by noon, prevailing local time, for major party candidate for all **local offices** (except for judicial office) to file a declaration of candidacy with the county election board or the Lake and Tippecanoe County boards of elections and registration for the 2004 primary election. (IC 3-8-2-4; 3-8-2-6) **STATE FORM: CAN-2**

CAN DEADLINE, by noon, prevailing local time, for an individual to file a declaration of candidacy with a county election board or the Lake and Tippecanoe County boards of elections and registration for nomination to a **town office** by a major political party at the 2004 primary election in those towns with a population of less than 3,500 that elect some town council members at 2004 general election and that have adopted an ordinance to nominate candidates for town offices at the primary election. This declaration must be filed in the office of the county election board located in the county seat of the county containing the greatest percentage of population of the town. (IC 3-8-2-4; IC 3-8-2-6; IC 3-8-5-2) **STATE FORM: CAN-2**

FEBRUARY

Friday, February 20, 2004 (continued):

CAN **DEADLINE**, by noon, prevailing local time, for an individual to file a petition of nomination with a county election board or the Lake and Tippecanoe County boards of elections and registration for election to a **school board office** at the 2004 primary election. This declaration must be filed in the office of the county election board located in the county seat of the county containing the greatest percentage of population of the school corporation. (IC 3-8-2-4; IC 20-4-1-26.4) **STATE FORM: CAN-34**

CAN **DEADLINE**, by noon, prevailing local time, for an individual to file a declaration of candidacy with a county election board or the Lake and Tippecanoe County boards of elections and registration for election as a major party **state convention delegate** at the 2004 primary election. This declaration must be filed in the office of the county election board located in the county seat. (IC 3-8-2-3; IC 3-8-2-4) **STATE FORM: CAN-37**

CAN **DEADLINE**, by noon, prevailing local time, for an individual to **withdraw** a declaration of candidacy or a request for ballot placement for the primary. **STATE FORM: CAN-10**

Immediately after the deadline for filing as a candidate for placement on the primary election ballot, the Indiana election division, each circuit court clerk and the Lake and Tippecanoe County boards of elections and registration shall certify and release to the public a list of candidates of each political party for each office. The election division, circuit court clerk, and Lake and Tippecanoe County boards of elections and registration shall also release to the public a list of all declarations of candidacy whose validity has been questioned under IC 3-8-1-2. (IC 3-8-2-13; IC 3-8-3-6)

Tuesday, February 24, 2004

First day that the proprietor or manager of a residential facility (other than a mental health facility) must maintain a list of residents for use by poll takers in the primary election. (IC 3-6-11-7)

Friday, February 27, 2004

CFA **DEADLINE**, by noon, for a candidate who filed a declaration of candidacy for the primary election to file a campaign finance statement of organization with the election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration (unless the candidate was already been required to do so after raising or spending more than \$100). (IC 3-9-1-5) Candidates for local office with compensation of less than \$5,000 and candidates for school board office are not required to file a statement of organization unless they raise or spend more than \$500. If they raise or spend more than \$500 then they must file a statement of organization within 10 days of meeting that threshold. (IC 3-9-1-5.5) **STATE FORM: CFA-1**

FEBRUARY

Friday, February 27, 2004 (continued):

CAN DEADLINE, by noon, for filing a statement questioning the validity of a declaration of candidacy with the Indiana Election Division, circuit court clerk or Lake and Tippecanoe County boards of elections and registration. (IC 3-8-2-14) **STATE FORM: CAN-1**

CAN DEADLINE, by noon, for a county chairman of a major political party to file a statement with the circuit court clerk or Lake and Tippecanoe County boards of elections and registration stating that the names of unopposed candidates of that political party for state convention delegate are to be printed on the party's primary election ballot. (IC 3-10-1-5)

MARCH 2004

Monday, March 1, 2004

CFA DEADLINE, by noon, prevailing local time, for all **regular party committees** to file the **2003 annual campaign finance report** with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. This deadline applies whether the report is hand delivered, sent by U.S. mail, or otherwise delivered to the division or board. (IC 3-9-5-10) **STATE FORM: CFA-4**

County voter registration office prepares a list of disfranchised voters. (IC 3-7-46-8) (transferred from Sunday February 29, 2004)

First day of the period that the county voter registration office must begin providing copies of memoranda showing all original voter registrations and transfers occurring after this date and ending 29 days before the primary election. Copies of the memoranda must be provided within 48 hours after the making of the memoranda. The memoranda must be provided, upon request, to a major party county chairman or other party chairman or an independent candidate's committee if the independent candidate is on the ballot. (IC 3-7-28-2; IC 3-7-28-3; IC 3-7-28-4) *See March 5 for related entry for providing copies of all registration applications prior to March 1, 2004.*

DEADLINE for county voter registration office to mail a notice to each voter who registered by mail after December 31, 2002 who is identified on the county voter registration records as having failed to provide the new identification documentation required by the Help America Vote Act of 2002. The notice must: (1) inform the voter regarding the additional identification documents required by federal law before the voter casts a ballot in person or by mail; and (2) encourage the voter to submit photocopies of the required documentation to the county voter registration office before election day in 2004. The Indiana election division has prepared sample notices for this purpose. This identification documentation requirement does not apply to: 1) an absent uniformed services voter or an overseas voter; or 2) an individual entitled to vote absentee under federal law due to a determination by the election division that a permanent or temporarily accessible polling place cannot be provided for the individual, or for any other reason under federal law. (SEA 268, SECTION 204) **STATE FORM: Election Division Sample Letter**

Tuesday, March 2, 2004

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. (IC 3-7-28-13; IC 3-7-46-9)

MARCH

Wednesday, March 3, 2004

DEADLINE for the Lake County board of elections and registration to notify candidates whose place on the primary election ballot will be determined by the ballot lottery to be conducted by the board of the time and place where the public lottery will be conducted. (IC 3-10-1-18)

DEADLINE for a county voter registration office to send county chairmen a list of deceased persons whose registration has been canceled based on the last quarterly state department of health report. (IC 3-7-28-12)

Thursday, March 4, 2004

DEADLINE for the board of commissioners of a county with a population of less than 125,000 to adopt an order establishing a county board of registration with immediate authority to administer voter registration within the county. (IC 3-7-12-5)

Friday, March 5, 2004

CAN DEADLINE for the election division to transmit to each county election board and the Lake and Tippecanoe County boards of elections and registration a certified list containing the name of each person for whom a declaration of candidacy has been filed with the election division. (IC 3-8-2-17)

DEADLINE for a county election board or the Lake and Tippecanoe County boards of elections and registration to adopt a resolution providing for the central count of absentee ballots within the county. (IC 3-11.5-5-1; IC 3-11.5-6-1)

DEADLINE for a county election board or the Lake and Tippecanoe County boards of elections and registration to rescind any previously adopted resolution providing that absentee ballots to be voted before a traveling absentee board are to be initialed by the county election board or board of elections and registration (and not initialed by the traveling board visiting the voter). (IC 3-11-10-27)

CFA DEADLINE, by noon, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to determine if a candidate who has filed a declaration of candidacy for the primary election has filed a campaign finance statement of organization for the candidate's committee. (IC 3-8-1-1.6)

DEADLINE for the circuit court clerk or Lake and Tippecanoe County boards of elections and registration to estimate the number of absentee ballots and provisional ballots required in the county for the primary election. After the estimate is made, the county election board or Lake and Tippecanoe County boards of elections and registration must begin to print the absentee ballots. (IC 3-11-4-10; 3-11-4-14; 3-11.7-1-4)

MARCH

Friday, March 5, 2004 (continued):

DEADLINE by noon, for a local public question to be certified to the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration for placement on the primary election ballot. (IC 3-10-9-3)

DEADLINE for a county voter registration office to transmit the names and addresses of all persons whose voter registration have been canceled to each county chairman or independent candidate's chairman. After this date, and until the election, cancellation must be reported within 48 hours after the cancellation. (IC 3-7-28-14)

DEADLINE for a county voter registration office to transmit memoranda to each major party county chairman (and on request to other chairmen or independent candidates on the ballot) showing all original registrations and transfers that occurred during the part of the registration period ending March 1, 2004. (IC 3-7-28-2; IC 3-7-28-3)

Monday, March 8, 2004

CAN DEADLINE for the Lake County board of elections and registration to conduct a public lottery to determine the random placement of candidates on the primary election ballot (other than candidates for the school board and state convention delegate). (IC 3-10-1-18; Transferred from Saturday, March 6, 2004)

First day the Indiana election division, a circuit court clerk, or the Lake and Tippecanoe County boards of elections and registration may destroy certificates and petitions of nomination, voted ballots, and other election material from the 2000 primary election, after compliance with any applicable county commission on public records procedures. (IC 3-8-7-24; IC 3-10-1-31; IC 3-11-8-30; IC 3-12-2-12; IC 3-12-3-10; IC 5-15-6)

Tuesday, March 9, 2004

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and has been placed in a department of correction facility during the previous month. (IC 3-7-46-4)

Thursday, March 11, 2004

CAN DEADLINE for the Indiana election commission, county election board or Lake and Tippecanoe County boards of elections and registration to determine the validity of a challenged declaration of candidacy. (IC 3-8-2-14 and 3-8-2-18)

MARCH

Monday, March 15, 2004

CAN DEADLINE. by noon, prevailing local time, for an individual to file a declaration of intent to be a write in candidate, or a notice of withdrawal of a declaration of intent to be a write-in candidate, for the office of school board in the same office where the declaration of intent to be a write-in candidate was previously filed. (IC 3-8-2-7) **STATE FORM: CAN-13 (Declaration); CAN-10 (Candidate withdraw)**

Last day that a proprietor or manager of a residential facility (other than a mental health facility) must maintain a list of residents for use by poll takers in the primary election. (IC 3-6-11-5)

Saturday, March 20, 2004

DEADLINE for a county election board or the Lake and Tippecanoe County boards of elections and registration to deliver primary absentee ballots to the circuit court clerk or Lake County election director. (IC 3-11-4-15)

Thursday, March 25, 2004

DEADLINE for the county election board or Lake and Tippecanoe County boards of elections and registration to mail primary absentee ballots to voters who filed an application with the circuit court clerk or Lake and Tippecanoe County boards of elections and registration no later than Saturday, March 20. After this date, the county election board or Lake and Tippecanoe County boards of elections and registration must mail primary absentee ballots to eligible voters on the same day that the voter's application is received. (IC 3-11-4-18) If the absentee ballot application submitted by an absent uniformed services voter or an overseas voter is denied, the county election board shall provide written notice to the voter not later than forty-eight (48) hours stating the reasons for the denial to the voter. (SEA 268: IC 3-11-4-17.5)

Friday, March 26, 2004

CFA DEADLINE for the Indiana election division to mail to candidates for state office or state legislative office on the ballot in the May 2004 primary election the proper campaign finance reports and a notice stating the date that the pre-primary campaign finance reports are due. IC 3-9-4-14(b)(2))

ABS DEADLINE by noon, for a county election board or the Lake and Tippecanoe County boards of elections to notify each major party county chairman of the number of absentee voter boards to be appointed in the county. (IC 3-11-10-37).

MARCH

Tuesday, March 30, 2004

CFA End of campaign finance reporting period for a Libertarian Party state convention candidate who became a candidate prior to March, 30 2004. (IC 3-9-5-6(a))

Wednesday, March 31, 2004

County voter registration office prepares a list of disfranchised voters. (IC 3-7-46-8)

DEADLINE, for a county voter registration office to obtain a list of the names and addresses of all voters within the county who may have been disfranchised. (IC 3-7-46-8)

APRIL 2004

Thursday, April 1, 2004

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. (IC 3-7-28-13; IC 3-7-46-9)

Friday, April 2, 2004

DEADLINE, by noon for a county chairman to make written recommendations for appointments to absentee voter boards. If a county chairman fails to make a recommendation, then the county election board or the Lake and Tippecanoe County boards of elections and registration may appoint any voter of the county. (IC 3-11-10-37)

Monday, April 5, 2004 Voter Registration Ends

ABS **First day that a voter may vote an absentee primary election ballot** before an absentee voter board in the office of the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration. (IC 3-11-10-26)

ABS **DEADLINE** for county election board to conduct a training session for a member of the absentee voter board before that absentee board member performs the member's duties. (SEA 136; IC 3-11-10-39)

DEADLINE, at close of business for a county voter registration office, for an individual to apply for voter registration or for a voter to transfer the voter's registration at the county voter registration office. (IC 3-7-13-10; 3-7-13-11)

DEADLINE, at close of business for a bureau of motor vehicles license branch or other "full service" voter registration agency, for an individual to submit an application for voter registration or for a voter to submit an application to transfer the voter's registration at the license branch or full service agency. (IC 3-7-33-3)

DEADLINE, for an individual to submit a "mail in" application for voter registration in the county voter registration office, or to have the application postmarked (and later delivered) by the United States Postal Service so that the voter can be registered for the primary election. (IC 3-7-33-4)

An individual filing a civil action alleging a violation of NVRA is not required to provide notice of the violation to the co-directors of the Indiana election division if the violation occurs after this date and no later than the May 4, 2004 primary election. (IC 3-7-11-14)

APRIL

Monday, April 5, 2004 (continued):

DEADLINE, for the county commissioners, the Mayor of Indianapolis, the Lake County and the Tippecanoe County boards of elections and registration to designate polling places for each precinct in the county. (SEA 477; IC 3-11-8-3.1)

DEADLINE, for the county commissioners or Mayor of Indianapolis to file a report with the co-directors of the election division listing each precinct for which the county executive was unable to obtain an accessible polling place. The report must include any other information required by the co-directors. If the co-directors determine that there are no accessible polling places which the county executive can secure, the co-directors shall authorize the establishment of at least one special polling place in the county. (SEA 477; IC 3-11-8-6.5) **STATE FORM: IEC-6**

Final day that a college or university must permit a student to knock on the door of each room in the living areas of student housing to conduct a poll. Before conducting the poll, the polltakers must submit certain information to the college or university. (IC 3-6-11-2.5; 3-6-11-2.6)

Last day for a county voter registration office to transmit upon request to each major party county chairman and, on request, to other chairmen, memoranda showing all original registrations and transfers that occurred during the preceding 48 hours. (IC 3-7-28-2; 3-7-28-3)

Tuesday, April 6, 2004

First day that an employee of a "full service" voter registration agency must advise an applicant for voter registration that the application will be processed by the county voter registration office after the primary election. (IC 3-7-33-3)

CFA DEADLINE, by noon, for a Libertarian Party state convention candidate who became a candidate before March 30, 2004 to file a pre-convention campaign finance report covering the period beginning when the individual became a candidate and ending March 30, 2004. (IC 3-9-5-6(a)) **STATE FORM: CFA-4**

Friday, April 9, 2004

Good Friday
Indiana Election Division Closed

CFA End of the pre-primary campaign finance reporting period. (IC 3-9-5-6) Report is due April 16, 2004 (see entry below). (IC 3-9-5-7)

APRIL

Saturday, April 10, 2004

CFA First day of the pre-general election campaign finance reporting period. (IC 3-9-5-6)

CFA First day of the **pre-primary supplemental campaign finance reporting period**. If a candidate on the 2004 primary ballot receives contributions from a person that total \$1,000 or more on or after this date, the candidate must file a pre-primary supplemental campaign finance report with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration no later than 48 hours after receiving the contribution. This report may be filed by facsimile transmission. (IC 3-9-5-20.1) **STATE FORM: CFA-11**

Monday, April 12, 2004

DEADLINE, for a county voter registration office to receive a "mail in" registration application with a missing or illegible postmark. The application will permit an otherwise qualified voter to vote in the primary. (Transferred from Saturday, April 10, 2004; IC 3-7-33-4)

Tuesday, April 13, 2004

DEADLINE, by noon, for a county chairman to file nominations with a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration for individuals to serve as precinct election officers at the primary election. (IC 3-6-6-10)

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and has been placed in a department of correction facility during the previous month. (IC 3-7-46-4)

DEADLINE, for a county election board or the Lake and Tippecanoe County boards of elections and registration to designate by resolution the precincts for which assistant poll clerks are to be appointed. (IC 3-6-6-4)

Friday, April 16, 2004

CFA **DEADLINE**, by noon, prevailing local time, for a candidate's committee with a candidate on the 2004 primary election ballot, all legislative caucus committees, all political action committees, and all regular party committees, to file a **pre-primary campaign finance report** with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. A committee may be required to file with **both** the Indiana election division and a county election board. This deadline applies whether the report was hand delivered, sent by U.S. mail, or otherwise delivered to the division or board. (IC 3-9-5-3; 3-9-5-4; 3-9-5-7) **STATE FORM: CFA-4**

APRIL

Sunday, April 18, 2004

DEADLINE for counties that use automatic tabulating machines to count ballot cards to publish at least 48 hours notice of the required public test of the machines if the county has scheduled public test of automatic tabulation machines on April 20, 2004, the last day permitted under statute. (IC 3-11-13-22)

Monday, April 19, 2004

DEADLINE for a county voter registration office to send authorizations to cancel voter registrations to the county voter registration office of the county where a voter formerly resided. (IC 3-7-43-6)

Tuesday, April 20, 2004

DEADLINE for a county election board or the Lake and Tippecanoe County boards of elections and registration to conduct a public test of the automatic tabulating machines to be used to tabulate ballot cards voted at the primary election. The public test must ascertain whether the machines will correctly count votes cast for all candidates and on all public questions. The board must file an **IEC 10 form** certifying the performance of the public test not later than 7 days after the test. (IC 3-11-13-22; 3-11-13-23(b)). **NOTE: IF THE PUBLIC TEST IS NOT PERFORMED, THE BALLOT CARDS MUST BE TABULATED BY HAND.**

First date, after noon, that a county election board or the Lake and Tippecanoe County boards of elections and registration may, by unanimous vote of the entire board, fill a vacant precinct election office when the appropriate county chairman has made no nomination for the office. (IC 3-6-6-13)

DEADLINE, by noon, for a person to file a statement challenging the validity of an individual's declaration of intent to be a write-in candidate for school board with the county election board or the Lake and Tippecanoe County boards of elections and registration. (IC 3-8-2-14) **STATE FORM: CAN-1**

Thursday, April 22, 2004

ABS

First day that a confined voter, a voter caring for a confined person at a private residence, or a voter with disabilities whose precinct is not accessible to voters with disabilities to vote an absentee ballot before a traveling absentee voter board at the voter's place of confinement. (IC 3-11-10-25(b)(3))

APRIL

Saturday, April 24, 2004

State Convention of the Libertarian Party

ABS

The office of the circuit court clerk or Lake and Tippecanoe County boards of elections and registration must be open for at least seven (7) hours to permit absentee ballot voting. However, in a county with a population of less than 20,000, the absentee voter board in the office of the circuit court clerk, after majority vote by the county election board, may reduce absentee voting hours to a minimum of four (4) hours on this date. (IC 3-11-10-25)

DEADLINE, by noon, for a county election board to notify the county chairmen of the two major political parties of the number of teams of provisional ballot counters to be appointed. (IC 3-11.7-3-3)

DEADLINE, for a county voter registration office to prepare certified copies of the list of registered voters of each precinct. The list must contain the full name, address, and identification number of each voter. Upon receiving a written request from a major political party county chairman, the county voter registration office must prepare and furnish no more than two (2) copies of the list to the precinct inspector. The inspector may provide a copy of the list to any other precinct officer. (IC 3-7-28-4; 3-7-29-1; 3-7-29-2)

DEADLINE, for a county voter registration office to process voter registration applications executed in another county and forwarded to the county of the voter's residence by the other county's voter registration office. (IC 3-7-34-13)

DEADLINE, for a county voter registration office to receive an absentee registration application from an absent uniformed services voter or an overseas voter for processing before the primary election. (IC 3-7-36-10)

DEADLINE, for a county voter registration office to receive an application for voter registration from a discharged absent uniformed services voter, whose government movement orders required the voter to move following the close of voter registration for processing before the primary election. This registration procedure also applies to the spouse or dependent of the voter. (IC 3-7-36-11)

DEADLINE, for a county election board or the Lake and Tippecanoe County boards of elections and registration to publish a list of candidates and offices to be voted upon at the primary election, including the party designations (if any); names and addresses of candidates; the text of any public question to be placed on the ballot; the date of the primary election; and the hours during which the polls will be open. (IC 3-8-2-19; 5-3-1-2) **STATE FORM: CAN-9**

DEADLINE, for the county commissioners, the Mayor of Indianapolis, or the Lake and Tippecanoe County boards of elections and registration to publish notice of the place of voting for each precinct, including the location of each special polling place for elderly and disabled voters and the procedures for elderly and disabled voters to apply to vote at the special polling place. (IC 3-11-8-3.2; 5-3-1-4)

APRIL

Saturday, April 24, 2004 (continued):

DEADLINE, for an elderly voter or a voter with disabilities to submit an application to a county election board or the Lake and Tippecanoe County boards of elections and registration to be assigned to a special polling place. (IC 3-11-8-6.5) **STATE FORM: CEB-2**

DEADLINE, in a county using a ballot card voting system, for the county election board or the Lake and Tippecanoe County boards of elections and registration to designate a central location for the processing of ballot cards. (IC 3-12-3-2.5)

DEADLINE, for the Lake County board of elections and registration to duplicate, distribute, and cause to be posted copies of official sample ballots to schools, fire stations, county courthouses, and other public buildings in the county. (IC 3-11-14-8)

DEADLINE, in a county having a population of at least 300,000 for the judge of the circuit court to order the county commissioners, the Mayor of Indianapolis or the Lake County boards of elections and registration to provide a suitable room for the canvassing of votes other than a room in the county courthouse. (IC 3-12-4-7)

Monday, April 26, 2004

ABS DEADLINE, by midnight, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to receive a mailed or facsimile transmitted absentee ballot application from a voter (other than a voter who: (1) is a confined voter or a voter caring for a confined person; and (2) requests that the absentee ballots be delivered to the applicant by an absentee voter board). (IC 3-11-4-3(a)(4))

ABS DEADLINE, by 10 p.m., for the Marion County circuit court clerk to receive a mailed absentee ballot application from a confined voter or a voter caring for a confined person. (IC 3-11-4-3(b))

DEADLINE, for a county election board or the Lake and Tippecanoe County boards of elections and registration to notify county chairmen that sample ballots and pasters are available to inspect. (IC 3-6-5-14(b); IC 3-11-3-10)

Tuesday, April 27, 2004

DEADLINE, by noon, for a county election board or the Lake and Tippecanoe County boards of elections and registration to resolve any question concerning the validity of an individual's declaration of intent to be a write-in candidate for school board. (IC 3-8-2-14)

APRIL

Tuesday, April 27, 2004 (continued):

DEADLINE for a county election board or the Lake and Tippecanoe County boards of elections and registration to certify to the Indiana election division that a public test of the automatic tabulating machines to be used to tabulate ballot cards voted at the primary election has been conducted in conformity with state law if that test was performed on the last day it could be performed on April 20, 2004. (IC 3-11-13-22(a)) **STATE FORM: IEC-10**

DEADLINE, by noon, for a county election board or the Lake and Tippecanoe County boards of elections and registration to receive a certificate of death for a candidate and to order the use of pasters to cover the candidate's name on the ballot, or to order the printing of new ballots. If no certificate of death is received the board may order pasters or new ballots if it unanimously finds good cause to believe that the candidate has died. (IC 3-11-3-29.5(a))

Wednesday, April 28, 2004

DEADLINE for the state chairmen of each major political party to nominate two (2) individuals for appointment by the governor to a seat on the Indiana election commission. (IC 3-6-4.1-4)

DEADLINE for local health officers to file quarterly list of deceased residents with the State Department of Health and the State Department of Health to file electronically with the Indiana Election Division. (IC 3-7-45-2)

DEADLINE for each county sheriff to provide a county voter registration office with a quarterly report of each Indiana resident who has been convicted of a crime and been placed in a county correctional facility. (IC 3-7-46-8)

Thursday, April 29, 2004

ABS DEADLINE, by 10 p.m. for the Marion County circuit court clerk to receive a hand delivered or facsimile transmitted absentee ballot application from a confined voter or a voter caring for a confined person. (IC 3-11-4-3(b))

DEADLINE, by noon, if a candidate vacancy is filled, for a county election board or the Lake and Tippecanoe County boards of elections and registration to reprint ballots or print pasters with the successor candidate's name. (IC 3-11-3-29.5(d))

Friday, April 30, 2004

County voter registration office prepares list of disfranchised voters. (IC 3-7-46-8)

MAY 2004

Saturday, May 1, 2004

ABS The office of the circuit court clerk or Lake and Tippecanoe County boards of elections and registration must be open for at least seven (7) hours to permit absentee ballot voting. However, in a county with a population of less than 20,000, the absentee voter board in the office of the circuit court clerk, after majority vote by the county election board, may reduce absentee voting hours to a minimum of four (4) hours on this date. (IC 3-11-10-26 and IC 3-11-10-26.5)

DEADLINE, by noon, for the county chairmen of the two major political parties to make a written recommendation to the county election board for the appointment of individuals as provisional ballot counters. If a county chairman fails to make a nomination, the county election board may appoint any voter of the county. (IC 3-11.7-3-4; 3-11.7-4-5)

DEADLINE for the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to change the polling place for a precinct in the county. The circuit court clerk may change a polling place after this date if it is dangerous or impossible to use the designated polling place. (IC 3-11-8-3.2)

First day an inspector or other authorized member of the precinct election board may pick up ballots and election supplies for the inspector's precinct. (IC 3-11-3-10)

Sunday, May 2, 2004

CFA 6 a.m., end of the pre-primary supplemental campaign finance reporting period. Contributions from a person that total \$1,000 or more received by a candidate on the primary election ballot after that time must be reported on the committee's pre-general election campaign finance report. (IC 3-9-5-20.1)

DEADLINE for a precinct inspector or other authorized member of the precinct election board may pick up ballots and election supplies for the inspector's precinct. (IC 3-11-3-10)

DEADLINE, in an absentee ballot central count county for the circuit court clerk or the Lake and Tippecanoe County boards of election and registration (if central count) to provide a certificate to inspectors stating the names of the voters whose absentee ballots have been received by the clerk or boards. (IC 3-11.5-4-1)

MAY

Monday, May 3, 2004

ABS DEADLINE, by noon, for the circuit court clerk or Lake and Tippecanoe County boards of elections and registration to receive a mailed or hand delivered absentee ballot application: (1) from a confined voter or a voter caring for a confined person; and (2) which requests that the absentee ballots be delivered to the applicant by an absentee voter board. (IC 3-11-4-3(a)(2))

ABS DEADLINE, by noon, for a voter to vote an absentee ballot in the office of the circuit court clerk or Lake and Tippecanoe County boards of elections and registration. (IC 3-11-10-26)

ABS DEADLINE, for a confined voter, a voter caring for a confined person, or a voter with disabilities whose precinct is not accessible to the voter to vote an absentee ballot before an absentee voter board at the voter's place of confinement. (IC 3-11-10-25)

DEADLINE, by 4 p.m., for a voter who has moved to a different precinct in Indiana not more than 30 days before the primary election, to execute a transfer request for the voter's registration in the county voter registration office. This transfer allows the voter to return to the voter's old precinct and vote at that location one final time. (IC 3-10-11-7) **STATE FORM: VRG-4/12**

DEADLINE, by 6 p.m., for a county election board or the Lake and Tippecanoe County boards of elections and registrations to deliver the voting system and equipment to each polling place. In precincts using "lever" voting machines or computerized electronic voting systems, the precinct election board may meet at the polling place to open sample ballot packages and verify that the voting system is correctly labeled, set, adjusted, and in order. (IC 3-11-11-1.8; 3-11-12-22; 3-11-12-23; 3-11-13-6; 3-11-14-14)

DEADLINE for a county election board to conduct a training and educational meeting for inspectors, judges, poll clerks, assistant poll clerks, and sheriffs. The election board shall require inspectors and judges to attend this meeting, and may require the other precinct election officers to attend as well. (IC 3-6-6-40)

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. (transferred from Saturday May 1, 2004) (IC 3-7-28-13; 3-7-46-9)

PRIMARY ELECTION DAY- MAY 4, 2004 (IC 3-10-1-3)

DEADLINE, by 5 a.m., for the members of the precinct election board, poll clerks, and sheriffs to meet at the polling place. (IC 3-11-11-2; 3-11-12-24; 3-11-13-27; 3-11-14-16)

In a county using voting (lever) machines, the members of a county election board must be in the election board office from **5 a.m. to 6 p.m.** on primary election day. They must deliver emergency ballots and other supplies if a voting machine malfunctions. (IC 3-11-12-26)

The precinct election board shall post the Voter's Bill of Rights in a public place in each polling place on election day. (SEA 268; IC 3-5-8-3).

POLLS OPEN, 6 a.m. to 6 p.m., prevailing local time. (IC 3-11-8-8)

DEADLINE, by noon, in an absentee ballot central count county, for the circuit court clerk or Lake and Tippecanoe County boards of elections and registration (or their agent) to visit the appropriate post office to accept delivery of absentee ballots. (IC 3-11-5-4-7)

DEADLINE, by noon, for certain absent uniform services voters (or the voter's spouse or dependent), not previously registered, to register and vote in the office of the clerk. (IC 3-7-36-11; 3-7-36-14; 3-11-4-3) **STATE FORMS: ABS-1, VRG-7, ABS-11 AND ABS-13)**

DEADLINE, by noon, for a voter who returned an absentee ballot, and is required to submit additional identification documents to file the additional documents with the county voter registration office (SEA 268; IC 3-11-4-18)

If a county is not an absentee ballot central count county, the circuit court clerk or Lake and Tippecanoe County boards of elections must certify to the precinct election board a list of persons who have submitted identification documentation after the preparation of the certified list of registered voters. (SEA 268; IC 3-11-10-11)

DEADLINE, by noon, for the county voter registration office to visit the appropriate post office to accept delivery of mail containing identification documentation submitted by voter who has, up to that point, failed to submit identification documents. The county voter registration office shall immediately notify the county election board of the names of voters who have filed additional identification documents so that the county election board can provide this information by sending a supplemental list to precinct election boards. (SEA 268; IC 3-11-10-12)

The appointments of precinct judge, poll clerk, or sheriff expire at NOON if they were appointed to serve in that precinct election office for the first half of election day. The beginning of the term of a precinct election officer appointed to serve for the last part of election day. (IC 3-6-6-10; 3-6-6-11)

If a county is not an absentee ballot central count county, the circuit court clerk or Lake and Tippecanoe County boards of elections and registration must visit the appropriate post office to accept delivery of absentee ballots at the latest possible time to permit delivery to the precincts before 6 p.m. (IC 3-11-10-11)

PRIMARY ELECTION DAY- MAY 4, 2004 (continued):

DEADLINE, by 3 p.m., in an absentee ballot central count county, for the circuit court clerk or Lake and Tippecanoe County boards of election and registration (or their agent) to deliver a certificate to each precinct setting forth the absentee ballots received by noon on election day. (IC 3-11.5-4-8)

DEADLINE, by 3 p.m., in counties which are not absentee ballot central count counties, for a county election board to receive notification that a voter who returned an absentee ballot, and is required to submit additional identification documents has filed the additional documents with the county voter registration office. The county election board must transmit a supplemental certified list of such voters to the appropriate precinct election board or attempt to notify the board regarding the content of the list. (SEA 268; IC 3-11-10-12)

In counties which are not absentee ballot central count counties, the county election board must deliver all absentee ballots to the appropriate polling place. The absentee ballots must be delivered in sufficient time to enable the precinct election board to vote the ballots during the time the polls are open. (IC 3-11-10-12)

DEADLINE, by 5 p.m., in an absentee ballot central count county, for the county election board or the Lake and Tippecanoe County boards of elections and registration to issue a certificate to a voter whose absentee ballot has been rejected, to permit that voter to vote at the precinct if otherwise qualified to do so. (IC 3-11.5-4-13)

DEADLINE, at the close of the polls, for a voter who is required to submit additional identification documents to file the additional documents with the county voter registration office. If the voter fails to meet this deadline, the voter's provisional ballot is invalid and may not be counted. (SEA 268; IC 3-11.7-5-2)

At the close of the polls, the precinct election board must seal all provisional ballots and any spoiled provisional ballots in the required container. The inspector must return the container to the circuit court clerk at the close of the polls. (IC 3-11.7-2-4)

In counties using a ballot card voting system where votes are tabulated at a central location, all ballot cards must be sealed and delivered to the designated location immediately after the polls are closed and the number of ballot cards verified. (IC 3-12-3-1; 3-12-3-2)

In counties using paper ballots only, all ballots and election materials must be returned to the county election board immediately upon completion of their tabulation. (IC 3-12-2-9)

DEADLINE, by 6 p.m., for the county election board or the Lake and Tippecanoe County boards of elections and registration to convene in the room provided for the board to canvass votes and declare results of the election. (IC 3-12-4-6)

PRIMARY ELECTION DAY- MAY 4, 2004 (continued):

DEADLINE, by 6 p.m., for a voter who voted a provisional ballot at the polls because the voter failed to provide required identification documentation prior to voting for the voter to file a copy of the required identification documentation with the county voter registration office to permit the provisional ballot to be counted. (IC 3-11-8-25; IC 3-11-8-25.1)

DEADLINE, by midnight, for the inspector and judge of the opposite political party to deliver to the county election board or Lake and Tippecanoe County boards of elections and registration certification of the vote count and other election materials. (IC 3-12-2.5-5; 3-12-3-10; 3-12-3.5-4)

The appointment of a precinct election officer expires when the county election board or the Lake and Tippecanoe County boards of elections and registration complete the canvass of the precinct. (IC 3-6-6-37)

Effective date of an order establishing a board of registration in a county with a population of less than 125,000 if the order was adopted by the board of commissioners after March 7, 2004. (IC 3-7-12-5)

Wednesday, May 5, 2004

CAN First day that a major political party may fill a candidate vacancy that resulted from no candidate filing for the primary election. (IC 3-13-1-2; 3-13-1-7) **STATE FORMS: CAN-27 (certificate of selection for federal office), CAN-28 (certificate of selection for state legislative office), CAN-29 (certificate of selection for local office), CAN-30 (call of caucus) and CAN-31 (declaration)**

DEADLINE, 11 a.m. in a county using "lever" voting machines, for each precinct inspector to return voting machine keys to the county auditor. The auditor must secure the keys and not permit the keys to be taken or the voting machines to be unlocked until July 5, 2004, unless ordered by a court or requested by the Indiana election division. (IC 3-11-12-34; 3-11-12-35)

Effective date for an order adopted on or after March 4, 2004, by the board of commissioners of a county with a population of less than 125,000 to establish a board of registration to administer voter registration within the county. (IC 3-7-12-5)

MAY

Friday, May 7, 2004

DEADLINE, by noon, for full-service registration agency to respond to an inquiry by a county election board or the Lake and Tippecanoe County boards of elections and registration indicating whether the agency's records contain any information regarding the registration. If the agency does not respond to the board's inquiry, or if the agency responds that the agency has no record of the alleged registration, the board shall reject the provisional ballot and 1) document on the ballot the inquiry and response, if any, by the agency; and 2) endorse the ballot with the word "Rejected" and the inquiry and response, if any, by the voter registration agency. (SEA 268; IC 3-11.7-5-2)

Monday, May 10, 2004

DEADLINE, by noon, for a county election board or the Lake and Tippecanoe County boards of elections to make a determination of whether or not to count a provisional ballot. Immediately upon completion of the provisional ballot count, the provisional ballot counters must make a certificate showing the total number of provisional ballots cast for each candidate and on each public question. (IC 3-11.7-5-1; 3-11.7-5-28)

DEADLINE, by noon, for a county election board or the Lake and Tippecanoe County boards of elections to establish a toll-free telephone number or other free access system to permit a provisional voter to determine: (1) whether the individual's provisional ballot was counted; and (2) if the provisional ballot was not counted, the reason why. (SEA 268; IC 3-11.7-6-3).

DEADLINE, by noon, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to furnish the Indiana election division with a complete list of all candidates nominated at the primary election, including the address of each candidate and the United States Congressional district in which each candidate resides. (IC 3-8-7-5) **STATE FORMS: CEB 23 and 24**

DEADLINE, by noon, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to furnish the Indiana election division with a complete list of all state convention delegates elected at the primary election, including the address of each candidate and the United States Congressional district in which each candidate resides. (IC 3-8-4-5; 3-8-7-5) **STATE FORMS: CEB 23 and 24**

DEADLINE, by noon, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to send by certified mail or hand deliver to the Indiana election division a complete copy of the election returns for each presidential preference primary candidate. The election division shall promptly tabulate the results and certify the result of the presidential primary vote to the state chairman of the appropriate major political party. (IC 3-8-3-9; 3-8-3-10) **STATE FORMS: CEB 23 and 24**

MAY

Monday, May 10, 2004 (continued):

DEADLINE, by noon, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to send by certified mail or hand deliver to the Indiana election division a complete copy of the election returns for each candidate required to file a declaration of candidacy with the election division. (IC 3-10-1-33) **STATE FORMS: CEB 23 and 24**

DEADLINE, by noon, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to send by certified mail or hand deliver to the Indiana election division a Statement of the Votes Cast for School Board Offices and on Local Public Questions Primary Results. (IC 3-10-1-33) **STATE FORM: CEB 25**

DEADLINE, by noon, of the Monday after the county election board and Lake and Tippecanoe County boards of elections and registration certifies the results of the primary, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to furnish each political party county chairman a copy of the certified primary election results canvassed by the county election board or Lake County board of elections and registration. (IC 3-12-4-12)

Tuesday, May 11, 2004

DEADLINE, by noon, Indianapolis time, for a candidate for nomination to a federal or state office at the primary to file a verified petition for a recount or contest of the primary election with the Indiana election division. (IC 3-12-11-2) *See also Friday, May 14 deadline for a state chairman to file a petition.*

DEADLINE, by noon, Indianapolis time, for a candidate for nomination to a state legislative office at the primary to file a verified petition for a recount or contest of the primary election with the Indiana election division. (IC 3-12-11-2) *See also Friday, May 14 deadline for a county chairman to file a petition.* (IC 3-12-11-2)

DEADLINE, by noon, prevailing local time, for a candidate for nomination to a local office to file a verified petition for a recount or contest of the primary election with the appropriate circuit court clerk. (IC 3-12-6-2; IC 3-12-8-5) *See also Friday, May 14 deadline for a county chairman to file a petition.* (IC 3-12-6-2)

DEADLINE, by noon, prevailing local time, for a candidate for nomination to a school board office at a primary to file a verified petition for a recount or contest of the election with the appropriate circuit court clerk. (IC 3-12-6-2; IC 3-12-8-5)

DEADLINE, by noon, prevailing local time, for a candidate for election to state convention delegate of the Democratic or Republican Party to file a verified petition for a recount or contest of the primary election with the appropriate circuit court clerk. (IC 3-12-6-1.5; IC 3-12-6-2; IC 3-12-8-5)

MAY

Tuesday, May 11, 2004 (continued):

DEADLINE, by noon, prevailing local time, for a voter who desires a recount of the votes cast at the primary election concerning a public question to file a verified petition with the circuit court clerk and the Indiana election division. (IC 3-12-12-2)

DEADLINE for a county voter registration office to notify the co-directors of the Indiana election division that a voter produced a receipt indicating that the voter had applied to register at the bureau of motor vehicles (or another "full service" office), and was allowed to vote on election day, although the voter's name did not appear on the precinct voter registration list. (IC 3-7-48-9)

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and had been placed in a DOC facility during the previous month. (IC 3-7-46-4)

Thursday, May 13, 2004

CFA End of pre-convention reporting period for Republican Party state convention candidates (IC 3-5-2-32.7; 3-9-5-6)

CFA DEADLINE, by noon, for a Libertarian Party state convention candidate who became a candidate after March 30, 2004 to file a post-convention campaign finance report covering the period beginning when the individual became a candidate and ending April 29, 2004 (the day after the Libertarian Party state convention) (IC 3-9-5-8) **STATE FORM: CFA-4**

Friday, May 14, 2004

DEADLINE, by noon, for the Indiana election division to canvass the votes cast at the primary election for candidates required to file a declaration of candidacy with the election division, and to tabulate the results. However, if the canvass is not yet final due to the filing of a recount petition, the election division must complete the canvass no later than noon, seven days after the final recount certificate is transmitted to the election division. (SEA 136; IC 3-10-1-34)

DEADLINE, by noon, Indianapolis time, for the state political party chairman of a candidate for nomination to a federal office or state office at the primary to file a verified petition for a recount or contest of the primary election with the Indiana election division, if a candidate has not previously filed a recount or contest petition. (IC 3-12-11-2)

DEADLINE, by noon, Indianapolis time, for a county chairman of a county within a state legislative district of a candidate for nomination to a state legislative office at the primary to file a verified petition for a recount or contest of the primary election with the Indiana election division, if a candidate has not previously filed a recount or contest petition. (IC 3-12-11-2)

MAY

Friday, May 14, 2004 (continued):

DEADLINE, by noon, prevailing time, for the county chairman of a candidate for nomination to a local office to file a verified petition for a recount of the primary election with the appropriate circuit court clerk if a candidate has not previously filed a recount petition. (IC 3-12-6-2)

DEADLINE, by noon, for a county election board or the Lake and Tippecanoe County boards of elections and registration to correct an error in the certification of the vote for a candidate for school board or state convention delegate elected at the primary, or on a public question on the primary ballot. (IC 3-12-5-14)

First day, after noon, to issue certificate of election to school board member or state convention delegate elected at the primary. (IC 3-12-4-9; 3-12-5-2; 3-8-7-5; 20-4-1-26.5(g)) **STATE FORM: CEB-20 (school board); CEB-15 (state convention delegate)**

CFA **Beginning** of period for candidate for nomination at the Republican Party state convention to file a supplemental campaign finance report with the Indiana election division to report large contributions from a person that total at least \$1,000 within 48 hours of the contribution since the close of the pre-convention campaign finance reporting period. (IC 3-9-5-20.1) **STATE FORM: CFA-11**

CFA **DEADLINE**, by noon, for a Libertarian Party state convention candidate who became a candidate after March, 30 2004 to file a post-convention campaign finance report covering the period beginning when the individual became a candidate and ending April 29, 2004 (the day after the Libertarian Party state convention) (IC 3-9-5-8) **STATE FORM: CFA-4**

Monday, May 17, 2004

DEADLINE for the county election board, or the Lake and Tippecanoe County boards of elections and registration to send a campaign finance delinquency notice to a person who failed to file a pre-primary campaign finance report. (Transferred from Sunday, May 16, 2004; IC 3-9-4-14(a)(2)(A))

Tuesday, May 18, 2004

CFA **End** of campaign finance pre-convention reporting period for a Democratic Party state convention candidate who became a candidate prior to May 18, 2004. (IC 3-9-5-6(a))

DEADLINE, by noon, Indianapolis time, for a presidential preference primary candidate to file a verified cross-petition for a recount of the primary election with the Indiana election division. (IC 3-12-11-4)

DEADLINE, by noon, Indianapolis time, for a candidate for nomination to a federal, state, or state legislative office at the primary to file a verified cross-petition for a recount of the primary election with the Indiana election division. (IC 3-12-11-4)

MAY

Tuesday, May 18, 2004 (continued):

DEADLINE, by noon, prevailing time, for a candidate for nomination to a local office (or election to a school board office at a primary) to file a verified cross-petition for a recount of the primary election with the appropriate circuit court clerk. (IC 3-12-6-4)

DEADLINE, for a county election board or the Lake County board of elections and registration to mail or deliver a post-election report concerning the primary to the Indiana election division. (IC 3-6-5-17) **STATE FORM: CEB-9**

VOTER REGISTRATION BEGINS: First day after the primary election that an individual may register to vote. (IC 3-7-13-10)

Properly completed voter registration applications that were received after the close of the last registration period must be processed on this date. (IC 3-7-13-12)

First day that a county voter registration office can dispose of voter registration declinations and voter list maintenance program lists received by the county voter registration office on or before May 21, 2002. (IC 3-7-27-6)

First day that a county election board or the Lake and Tippecanoe County boards of elections and registration may adopt a resolution providing for the central count of absentee ballots within the county. (IC 3-11.5-5-1; 3-11.5-6-1)

First day for county voter registration office to register certain absent uniform services voters who registered after the close of registration but did not vote in the primary election. (IC 3-7-36-14)

Wednesday, May 19, 2004

First day that unused ballots from the primary election may be destroyed. One unused ballot must be retained by the county election board or the Lake and Tippecanoe County boards of elections and registration for the board's records. (IC 3-11-3-31)

Thursday, May 20, 2004

DEADLINE for the secretary of state to furnish the Democratic and Republican state chairmen with a list of the candidates nominated according to the certified lists submitted by the circuit court clerks and Lake and Tippecanoe County boards of elections and registration, or according to the primary election canvass conducted by the Indiana election division. The list must include the address of each candidate. However, if the list is not yet final due to the filing of a recount petition, the election division must furnish the list no later than noon, seven days after the final recount certificate is transmitted to the election division. (IC 3-8-7-6)

MAY

Thursday, May 20, 2004 (continued):

DEADLINE for the secretary of state to furnish the Democratic and Republican state chairmen with a list of the individuals elected as state convention delegates at the primary. The list must contain the address of each delegate, and may not contain the name of an individual appointed to serve as a state convention delegate. (IC 3-8-7-6.5)

CFA DEADLINE, by noon, Indianapolis time, for a Republican Party candidate seeking to be nominated at the state convention to file the pre-convention campaign finance report with the Indiana election division. (IC 3-5-2-32.7; 3-9-5-6; 3-9-5-7)

Tuesday, May 25, 2004

CFA DEADLINE, by noon, for a Democratic Party state convention candidate who became a candidate before May 25, 2004 to file a pre-convention campaign finance report covering the period beginning when the individual became a candidate and ending May 18, 2004. (IC 3-9-5-6(a)) **STATE FORM: CFA-4**

Wednesday, May 26, 2004

CFA Beginning of period for candidate for nomination at the Democratic Party state convention to file a supplemental campaign finance report with the Indiana election division to report large contributions from a person that total at least \$1,000 within 48 hours of the contribution since the close of the pre-convention campaign finance reporting period. (IC 3-9-5-20.1) **STATE FORM: CFA-11**

Friday, May 28, 2004

DEADLINE for a county voter registration office to provide list of deceased voters whose registration has been canceled based on the state department of health report to county chairmen, upon request. (IC 3-7-28-12)

Monday, May 31, 2004

MEMORIAL DAY

Indiana election division closed.

JUNE 2004

Tuesday, June 1, 2004

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. (IC 3-7-28-13; 3-7-46-9) (transferred from Sunday, May 30, 2004)

DEADLINE for the Indiana election division to publish a report setting forth the results of a study regarding whether the election division should be authorized to accept voter registration applications, absentee ballot applications, and absentee ballots from military and overseas voters. (SEA 268, SECTION 206)

County voter registration office prepares a list of disfranchised voters. (IC 3-7-46-8) (transferred from Sunday, May 30, 2004)

Saturday, June 5, 2004

CFA **End** of period for candidate for nomination at the Republican Party state convention to file a supplemental campaign finance report with the Indiana election division to report large contributions from a person that total at least \$1,000 within 48 hours of the contribution since the close of the pre-convention campaign finance reporting period. (IC 3-9-5-20.1)

Monday, June 7, 2004 State Convention of Republican Party Begins

DEADLINE for the Indiana election division to deliver special state absentee ballots to a circuit court clerk, the Lake and Tippecanoe County boards of elections and registration (or the clerk's or board's authorized agent) for use by absent uniformed services voters and overseas voters who will be out of the United States on election day. (IC 3-11-4-13)

Tuesday, June 8, 2004 State Convention of Republican Party ends

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and had been placed in a DOC facility during the previous month. (IC 3-7-46-4)

Thursday, June 10, 2004

CFA **End** of period for candidate for nomination at the Democratic Party state convention to file a supplemental campaign finance report with the Indiana election division to report large contributions from a person that total at least \$1,000 within 48 hours of the contribution since the close of the pre-convention campaign finance reporting period. (IC 3-9-5-20.1)

JUNE

Saturday, June 12, 2004 State Convention of the Democratic Party

Sunday, June 13, 2004

Last day the proprietor or manager of a residential facility (other than a mental health facility) must maintain a list of residents for use by poll takers in the primary election. (IC 3-6-11-7)

Monday, June 14, 2004

ABS DEADLINE for a county election board or the Lake and Tippecanoe County boards of elections and registration to mail special absentee ballots to absent uniformed services voters and overseas voters who will be outside of the United States on general election day and who have filed an application with the circuit court clerk or Lake and Tippecanoe County boards of elections and registration no later than June 7, 2004. (IC 3-11-4-18) (Transferred from Saturday, June 12, 2004)

CFA DEADLINE for the Indiana election division to send a campaign finance delinquency notice to a Libertarian state convention candidate who failed to file a post-convention campaign finance report. (IC 3-9-4-14(a)(2)(A)) (Transferred from Sunday, June 13, 2004)

Tuesday, June 15, 2004

ABS First day a county election board or the Lake County board of elections and registration must make absentee ballot applications available to all central committees in the county. (IC 3-11-4-4)

Wednesday, June 16, 2004

DEADLINE for a county voter registration office to mail the request for transfer of registration affidavits executed by persons who changed residence to another county in Indiana within 30 days before the 2004 primary election to the county where the person now resides (or to the Indiana election division if the person has moved to another county of Indiana). (IC 3-7-43-4)

JUNE

Sunday, June 20, 2004

CAN DEADLINE to send a notice by first class mail to precinct committeemen concerning a caucus to be held June 30, 2004 by noon to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for nomination for U.S. Representative, a state legislative office, or a judicial office for which candidates must file a declaration of candidacy with the Indiana election division. (IC 3-13-1-9(5)) **STATE FORM: CAN-30 (call of caucus)**

CAN DEADLINE to send a notice by first class mail to precinct committeemen concerning a caucus to be held June 30, 2004 by noon to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for nomination to a local office for which candidates must file a declaration of candidacy with the circuit court clerk or Lake and Tippecanoe County board of elections and registration. (IC 3-13-1-9(5)) **STATE FORM: CAN-30 (call of caucus)**

Monday, June 21, 2004

CAN DEADLINE to file with the Indiana election division a copy of the notice sent by first class mail to precinct committeemen concerning a caucus to be held June 30, 2004 by noon to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for nomination for U.S. Representative, a state legislative office, or a judicial office for which candidates must file a declaration of candidacy with the Indiana election division. (IC 3-13-1-9(5)) **STATE FORM: CAN-30 (call of caucus)** (Transferred from Sunday, June 20, 2004)

CAN DEADLINE, by noon, to file with the circuit court clerk or Lake and Tippecanoe County board of elections and registration a copy of the notice sent to precinct committeemen concerning a caucus to be held June 30, 2004 to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for a nomination to a local office for which candidates must file a declaration of candidacy with the circuit court clerk or Lake and Tippecanoe County board of elections and registration. (IC 3-13-1-9(6); IC 3-5-4-1) **STATE FORM: CAN-30** (Transferred from Sunday, June 20, 2004)

Deadline for state chairman of Libertarian Party to file a notice of intent to fill a candidate vacancy with the Indiana election division (or the county election board, as appropriate) 10 days in advance of filling a vacancy on the June 30, 2004 deadline, for an office nominated by the Libertarian Party at its state convention. (Transferred from Sunday, June 20, 2004; SEA 136; IC 3-13-1-20) **STATE FORM: None.**

DEADLINE for the Indiana election division to send a campaign finance delinquency notice to a Republican state convention candidate who failed to file a pre-convention campaign finance report. (Transferred from Saturday, June 19, 2004; IC 3-9-4-14(a)(2)(A))

JUNE

Friday, June 25, 2004

DEADLINE for a local recount commission to complete a recount filed as a result of the primary election. (IC 3-12-6-21.9)

Monday, June 28, 2004

CAN DEADLINE, noon, to file a declaration of candidacy with the Indiana election division for selection by a caucus to be held June 30, 2004 to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for a nomination as a U.S. Representative, a state legislative office, or a judicial office for which candidates must file a declaration of candidacy with the Indiana election division. *NOTE: A copy of the declaration of candidacy must also be filed with the chairman of the caucus at least 72 hours before the time set for the beginning of the caucus.* (IC 3-13-1-10.5(a); 3-5-4-1).(Transferred from Sunday, June 27, 2004) **STATE FORM: CAN-31**

CAN DEADLINE, by noon, to file a declaration of candidacy with the with the circuit court clerk or Lake and Tippecanoe County board of elections and registration for selection by a caucus to be held June 30, 2004 to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for a nomination to a local office for which candidates must file a declaration of candidacy with the Indiana election division. *NOTE: A copy of the declaration of candidacy must also be filed with the chairman of the caucus at least 72 hours before the time set for the beginning of the caucus.* (IC 3-13-1-10.5(a); 3-5-4-1).(Transferred from Sunday, June 27, 2004) **STATE FORM: CAN-31**

CFA DEADLINE, by noon, for a Republican Party state convention candidate who became a candidate after May 13, 2004 to file a post-convention campaign finance report covering the period beginning when the individual became a candidate and ending June 9, 2004. (IC 3-9-5-8) (Transferred from Sunday, June 27, 2004) **STATE FORM: CFA-4**

JUNE

Wednesday, June 30, 2004

CAN DEADLINE, by noon, prevailing local time, for the Democratic or Republican Party to conduct a political party caucus (or to use another selection procedure authorized by state law) to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for a nomination to a federal, state legislative, or a judicial office for which candidates must file a declaration of candidacy with the Indiana election division. (IC 3-13-1-2; IC 3-13-1-7)

CAN DEADLINE, by noon, prevailing local time, for the Democratic or Republican Party to conduct a political party caucus (or to use another selection procedure authorized by state law) to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for a nomination to local office (other than a judicial office) for which candidates must file a declaration of candidacy with the county election board or a board of elections and registration. (IC 3-13-1-2; IC 3-13-1-7)

CAN DEADLINE, by noon, prevailing local time, for the Libertarian Party to conduct a political party convention to select candidates for county and township offices. (HEA 1360; IC 3-10-2-15)

CAN DEADLINE, by noon, prevailing local time, for the state committee of the Libertarian Party to fill a vacancy existing on the general election ballot resulting from a vacancy for an office nominated by that party at state convention. (IC 3-13-1-20)

CAN DEADLINE, by noon, Indianapolis time, to file a petition of nomination to place an independent candidate or minor party candidate (other than a Libertarian Party candidate) for election to federal, statewide, state legislative, or judicial office on the 2004 general election ballot with the appropriate county voter registration office for verification of the signatures on the petition for candidates who will file their petitions with the election division of the office of the secretary of state for placement on the general election ballot. The petition must be accompanied by each petition candidate's written consent to be placed on the ballot. (IC 3-8-6-12) **STATE FORMS: CAN-19 (petition); CAN-20 (consent)**

CAN DEADLINE, by noon, prevailing local time, to file a petition of nomination to place an independent candidate or a minor party candidate (other than a Libertarian Party candidate) for election to a local office on the 2004 general election ballot (other than a judicial office) with the appropriate county voter registration office for verification of the signatures on the petition for candidates who will file their petitions with the county election board for placement on the general election ballot. The petition must be accompanied by each petition candidate's written consent to be placed on the ballot. (IC 3-8-6-12) **STATE FORMS: CAN-19 (petition); CAN-20 (consent)**

County voter registration office prepares a list of disfranchised voters. IC 3-7-46-8)

JULY 2004

Thursday, July 1, 2004

DEADLINE for the Indiana election division to send a campaign finance delinquency notice to a Democratic state convention candidate who failed to file a pre-convention campaign finance report. (IC 3-9-4-14(a)(2)(A))

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. ((IC 3-7-28-13; 3-7-46-9)

Terms of two members of Indiana election commission expire. (IC 3-6-4.1-3)

Friday, July 2, 2004

CFA DEADLINE, by noon, for a Democratic Party state convention candidate who became a candidate after May 18, 2004 to file a post-convention campaign finance report covering the period beginning when the individual became a candidate and ending June 13, 2004. (IC 3-9-5-8) **STATE FORM: CFA-4**

Saturday, July 3, 2004

First day that lever voting machines used in the primary election may be unlocked unless requested by the Indiana election division. (IC 3-11-12-35)

Monday, July 5, 2004 INDEPENDENCE DAY
Indiana Election Division closed

Tuesday, July 6, 2004

CAN DEADLINE, by noon, prevailing local time, for the Democratic or Republican Party to file a certificate of selection to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for a nomination to a federal, state legislative, or judicial office for which candidates must file a declaration of candidacy with the Indiana election division. (IC 3-13-1-2; 3-13-1-7; 3-13-1-15) (Transferred from Saturday July 3, 2004) **STATE FORMS: CAN-27 (certificate of selection for federal office), CAN-28 (certificate of selection for state legislative office), CAN-29 (certificate of selection for local office including judicial office that must file a declaration candidacy with the election division)**

CAN DEADLINE, by noon, prevailing local time, for a certificate of candidate selection to be filed with the circuit court clerk or Lake and Tippecanoe County boards of elections and registration stating that a candidate vacancy existing on a major political party's ticket on the general election ballot for a local office (other than a judicial office) resulting from a primary ballot vacancy has been filled. (IC 3-13-1-2; 3-13-1-7(b); 3-13-1-15) (Transferred from Saturday July 3, 2004) **STATE FORM: CAN-29**

JULY

Tuesday, July 6, 2004 (continued):

CAN DEADLINE, by noon, prevailing local time, for the state committee of the Libertarian Party to file a certificate of selection to fill a vacancy existing on the general election ballot resulting from a vacancy for an office nominated by that party at state convention. (IC 3-13-1-20) (Transferred from Saturday July 3, 2004) **STATE FORM: CAN-23**

CAN DEADLINE, by noon, prevailing local time, for a chairman and secretary of a Libertarian Party to file a certification of nomination to a county or township office, along with the consent of candidates nominated at the convention, with the circuit court clerk or the Lake and Tippecanoe county boards of election and registration. (HEA 1360, IC 3-8-7-14; 3-10-2-15) **STATE FORM: CAN-22**

CAN DEADLINE, by noon, Indianapolis time, for a person to file a declaration of intent to be a write-in candidate for a federal office, state office, state legislative office, or judicial office with election division of the office of the secretary of state. The name of a write-in candidate may **not** be placed on the general election ballot. (SEA 72; IC 3-8-2-2.5; 3-8-2-4; 3-8-2-5; 3-11-4-15; 3-11-2-11.5) **STATE FORM: CAN-3**

CAN DEADLINE, by noon, prevailing local time, for a person to file a declaration of intent to be a write-in candidate for a local office (other than a judicial office) with a county election board or the Lake and Tippecanoe County boards of elections and registration. The name of a write-in candidate may **not** be placed on the general election ballot. (SEA 72; IC 3-8-2-2.5; 3-8-2-4; 3-8-2-6; 3-11-2-11.5) **STATE FORM: CAN-3**

A person may file a civil action alleging a violation of NVRA if: (1) the violation is not corrected within 20 days after the co-directors of the Indiana election division receive notice of the violation; and (2) the violation occurs not later than this date (120 days before the general election). (IC 3-7-11-14) (Transferred from Monday July 1, 2004)

Tuesday, July 13, 2004

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and had been placed in a DOC facility during the previous month. (IC 3-7-46-4)

CFA DEADLINE, by noon prevailing local time, for a candidate whose certificate of candidate selection was filed July 6, 2004 to file a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-9-1-5) **STATE FORM: CFA-1**

JULY

Thursday, July 15, 2004

CAN DEADLINE, by noon, Indianapolis time, for a state chairman and secretary of the Democratic, Libertarian, or Republican Party to file a certificate of nomination with the secretary of state, setting forth the name of each candidate nominated at the state convention of the party. This certificate must be accompanied by a statement signed by each candidate nominated by the convention concerning the candidate's understanding of campaign finance reporting requirements. (IC 3-8-7-8; 3-8-7-14) **STATE FORM: CAN-23**

CAN DEADLINE, by noon, prevailing local time, for an independent or minor party candidate nominated by petition to file the petition of nomination following verification of petition signatures. The petition must be accompanied by each petition candidate's written consent to be placed on the ballot. (IC 3-8-6-10; IC 3-8-6-12) **STATE FORMS: CAN 19 (petition), CAN-20 (consent)**

CAN DEADLINE, by noon, prevailing local time, for a candidate nominated by two or more political parties, or as an independent candidate and as a nominee of at least one political party, to elect which of the nominations the person will accept. The election must be in writing, signed, acknowledged and filed in the office where a declaration of candidacy must be filed under IC 3-8-2 or where a certificate of nomination must be filed. (IC 3-8-7-21)

DEADLINE, by noon, for the county voter registration office to certify the number of valid signatures of registered voters on a petition of nomination for an independent candidate or minor party candidate for the general election. The county voter registration office must file the petition with the official authorized to place the candidate on the ballot (the Indiana election division for candidates who file a declaration with that office, including judicial offices, and the county election board or Lake and Tippecanoe County boards of elections and registration for all other local offices). However, a candidate named in the petition may request that the original petition be returned so that the candidate may file the certified petition with the appropriate official. (IC 3-8-6-10; IC 3-8-6-12)

The secretary of state or the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration, after receiving a petition filed by an independent or minor party candidate must immediately determine if the petition has valid signatures of registered voters certified by the county voter registration office in number that meets the requirement of IC 3-8-6-3.

If the petition has a sufficient number of valid certified signatures of registered voters, the secretary of state or the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration shall certify the petition and accept it as filed. If the petition does not have a sufficient number of valid certified signatures of registered voters, the secretary of state or the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration shall deny the certification of the petition and reject the petition. If the petition of nomination with insufficient signatures is filed with the secretary of state or circuit court clerk, the secretary of state or circuit court clerk shall notify the candidate by certified mail if a petition has been denied. In addition, if the petition of nomination with insufficient signatures is filed with the secretary of state, the secretary of state shall notify any affected county election board that the petition has been rejected by the Indiana election division. (SEA 136; IC 3-8-6-10; IC 3-8-6-12(d))

JULY

Thursday, July 15, 2004 (continued):

CAN DEADLINE, by noon, Indianapolis time, for a justice of the Indiana supreme court or a judge of the Indiana court of appeals whose term ends in 2004 and who wishes to be retained in office by a retention vote to file a statement with the secretary of state requesting that the question of retention be placed on the general election ballot. (IC 33-2.1-2-6)

CAN DEADLINE, by noon, prevailing local time, for a candidate nominated at the primary election, party convention or by petition of nomination to file a **notice of withdrawal** with the same office where the candidate's certificate of nomination was previously filed. However, a candidate disqualified for some reason specified by law, such as moving outside of the election district, may withdraw even after this deadline. (IC 3-8-7-28; IC 3-8-6-13.5) **STATE FORM: CAN-24**

CAN DEADLINE, by noon, prevailing local time, for a write-in candidate to file a notice of withdrawal in the same office where the declaration of intent to be a write-in candidate had previously been filed. (SEA 72; IC 3-8-2-2.7; 3-8-2-4) **STATE FORM: CAN-24**

CFA Beginning of campaign finance reporting period for a candidate nominated by petition of nomination if the candidate has not previously raised or spent at least \$100. (IC 3-5-2-32.7; 3-9-1-5; 3-9-5-8.2)

Tuesday, July 20, 2004

CFA End of campaign finance reporting period for candidate whose certificate of candidate selection to fill a candidate vacancy was filed July 6, 2004. (IC 3-8-1-1.6)

CFA DEADLINE, by noon prevailing local time, for election division, county election board, or Lake and Tippecanoe County boards of election and registration to determine if a candidate whose certificate of candidate selection was filed July 6, 2004 to fill a vacancy has filed a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-8-1-1.6)

Wednesday, July 21, 2004

CAN First day an individual may file a petition of nomination with the county election board or Lake and Tippecanoe County boards of elections and registration as a school board member at the general election. (IC 3-8-2-4; 20-4-1-26.4) **STATE FORM: CAN-34**

JULY

Thursday, July 22, 2004

CFA DEADLINE, by noon, prevailing local time, for a candidate nominated at the Democratic, Libertarian, or Republican Party state convention to file a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-9-1-5) **STATE FORM: CFA-1**

CFA DEADLINE, by noon, prevailing local time, for a candidate nominated at county convention of the Libertarian Party to file a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-9-1-5) **STATE FORM: CFA-1**

CFA DEADLINE, by noon, for an independent candidate or a minor party candidate nominated by petition to file a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-9-1-5) **STATE FORM: CFA-1**

Friday, July 23, 2004

CFA DEADLINE for the Indiana election division to send a campaign finance delinquency notice to a Democratic state convention candidate who failed to file a post-convention campaign finance report. (IC 3-9-4-14(a)(2)(A))

Tuesday, July 27, 2004

CFA DEADLINE, by noon, for candidate whose certificate of candidate selection was filed July 6, 2004 to fill a vacancy to file campaign finance report with the county election board. (IC 3-9-5-8.5; IC 3-9-5-7) **STATE FORM: CFA-4**

Wednesday, July 28, 2004

DEADLINE for the Indiana election division to send a campaign finance delinquency notice to a Republican state convention candidate who failed to file a post-convention campaign finance report. (IC 3-9-4-14(a)(2)(A))

JULY

Thursday, July 29, 2004

DEADLINE, by noon, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to if an independent or minor party candidate who was required to file a petition of nomination by July 15, 2004 has filed a campaign finance statement of organization for the candidate's committee. (IC 3-8-1-1.6)
STATE FORM: CFA-1

DEADLINE, by noon, prevailing local time, for the Indiana election division to determine if a candidate for federal, state, or state legislative office nominated at the Democratic, Libertarian or Republican Party state convention (except candidates for judicial office), has filed a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-8-1-1.6) **STATE FORM: CFA-1**

DEADLINE, by noon, prevailing local time, for a county election board or the Lake and Tippecanoe County boards of elections and registration to determine if a Libertarian candidate nominated at a county convention, or a Libertarian candidate nominated for a judicial office at a state convention, has filed a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-8-1-1.6)
STATE FORM: CFA-1

CFA End of campaign finance reporting period for a candidate nominated by petition of nomination. (IC 3-5-2-32.7; 3-9-5-8.2)

Friday, July 30, 2004

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. (IC 3-7-28-13; 3-7-46-9) (Transferred from Saturday, July 31, 2004)

AUGUST 2004

Monday, August 2, 2004

CAN DEADLINE, by noon, prevailing local time, for an individual to file a declaration of candidacy, or a notice of withdrawal of candidacy previously filed, with a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to be the nominee of the Democratic, Libertarian, or Republican Party for town office in a town with a population of less than 3,500 that elects council members to "staggered terms" or elects all town officers in the 2004 general election. (IC 3-8-5-10.5; 3-8-5-17) (Transferred from Sunday, August 1, 2004) **STATE FORMS: CAN-16 (declaration); CAN-24 (withdrawal)**

DEADLINE, after noon, for circuit court clerk to certify the list of Democratic, Libertarian, or Republican Party candidates for town office in a town with a population of less than 3,500 which elects all of its officials in 2004 or elects town council members to "staggered terms" to the town clerk-treasurer and release the list to the public. (IC 3-8-5-10.5) (Transferred from Sunday, August 1, 2004) **STATE FORM: CAN-17**

DEADLINE, by noon, prevailing local time, for a local public question to be certified to a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration for placement on the general election ballot. (IC 3-10-9-3) (Transferred from Sunday, August 1, 2004)

DEADLINE, for a county to submit a proposal to establish a voting system purchase cumulative fund to the State Board of Tax Commissioners. (Transferred from Sunday, August 1, 2004; IC 6-1.1-17-16.7; 6-1.1-41-4)

County voter registration office prepares a list of disfranchised voters. (IC 3-7-46-8) (Transferred from Saturday, July 31, 2004)

DEADLINE for state and local health officers to file quarterly lists of deceased residents with the county voter registration office. (IC 3-7-45-2) (Transferred from Saturday, July 31, 2004)

DEADLINE for each county sheriff to provide the county voter registration office with a list of each Indiana resident who has been convicted of a crime and has been placed in a county correctional facility during the previous quarter. (IC 3-7-46-6) (Transferred from Saturday, July 31, 2004)

DEADLINE for the Indiana election division to send a campaign finance delinquency notice to a Democratic state convention candidate who failed to file a post-convention campaign finance report. (IC 3-9-4-14(a)(2)(A)) (Transferred from Sunday, August 1, 2004)

AUGUST

Wednesday, August 4, 2004

ABS First day a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration may receive an absentee ballot application from a voter (other than an absent uniformed services voter or an overseas voter.) (IC 3-11-4-3)

DEADLINE, for the Indiana election division to complete any voter list maintenance program conducted before the general election. (IC 3-7-38.2-2)

Thursday, August 5, 2004

CFA **DEADLINE**, by noon, for a candidate nominated by petition of nomination to file a campaign finance report. (IC 3-5-2-32.7; IC 3-9-5-7; IC 3-9-5-8.2) **STATE FORM: CFA-4**

Monday, August 9, 2004

DEADLINE, by noon, prevailing local time, for a county election board or the Lake and Tippecanoe County boards of elections and registration to determine if a Democratic, Libertarian, or Republican candidate who filed a declaration of candidacy for a town office which: (1) provides for at least \$5,000 in compensation per year; and (2) serves a town with a population of less than 3,500 which elects town council members to "staggered terms" or elects all town officials in the 2004 general election; has filed a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-8-1-1.6) (If office provides less than \$5,000 per year compensation the obligation to file is triggered by raising or spending at least \$500) **STATE FORM: CFA-1**

AUGUST

Tuesday, August 10, 2004

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and had been placed in a DOC facility during the previous month. (IC 3-7-46-4)

Wednesday, August 18, 2004

CAN DEADLINE, in a town with less than 3,500 in population which elects all of its officials in 2004 or elects town council members to "staggered terms" for the Democratic, Libertarian, and Republican town party chairmen to post notices in the town that a town convention of the party must be held to choose between competing candidates in the same party for the same office. (IC 3-8-5-10; 3-8-5-17; 5-14-1.5-5) **STATE FORM: CAN-15**

Friday, August 20, 2004

DEADLINE, by noon, Indianapolis time, for the Indiana election division to certify the primary election results, canvassed and tabulated under IC 3-10-1-34, to each county election board and to the Lake and Tippecanoe County boards of elections and registration. The Indiana election division shall certify: (1) the name and residence of each individual nominated for statewide office, for U.S. Representative, for state legislative office, or for judicial office; (2) the name of each justice of the Indiana supreme court or judge of the court of appeals or tax court who has requested a retention vote; and (3) the text of each public question to be voted on by the electorate of the entire state, such as a proposed state constitutional amendment; 4) the device under which the list of candidates of each political party shall be printed and the order in which the party ticket will be arranged. (IC 3-8-7-2; 3-8-7-16; 3-10-3-1)

DEADLINE, by noon, Indianapolis time, for the secretary of state to certify each petition of nomination filed in the secretary of state's office to the appropriate county. (IC 3-8-6-12(e)).

CAN DEADLINE, in a town with less than 3,500 in population which elects all of its officials in 2004 or elects town council members to "staggered terms" for the Democratic, Libertarian, and Republican parties to conduct a town convention of the party to choose between competing candidates in the same party for the same office. (IC 3-8-5-10; 3-8-5-17)

DEADLINE, by noon prevailing local time, for state chairman of each party whose candidates will appear on the 2004 general election ballot (or an individual filing the petition of nomination for candidates) to file with the election division a camera-ready copy of the ballot symbol under which the candidates of the political party or the petitioner are to appear on the general election ballot. (IC 3-8-7-11(e))

AUGUST

Friday, August 20, 2004 (continued):

DEADLINE, by noon prevailing local time, for a county chairman of each political party on the election ballot (or an individual filing the petition of nomination for candidates) to file with the county election board or Lake and Tippecanoe County boards of elections and registration a camera-ready copy of the ballot symbol under which the candidates of the political party or the petitioner are to appear on the ballot where the party's or petitioner's candidates will only be printed on ballots prepared by that county. (IC 3-8-7-11(e))

CAN DEADLINE, by noon prevailing local time, for an individual to file a petition of nomination for election to school board office with a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration. (IC 3-8-2-4; 20-4-1-26.4) **STATE FORM: CAN-34**

CAN DEADLINE, by noon prevailing local time, for an individual to file a notice of withdrawal of a declaration of candidacy for election to a school board office with a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration. However, a candidate disqualified for some reason specified by law may withdraw even after this date. (IC 3-8-2-4; 3-8-2-20; 20-4-1-26.4) **STATE FORM: CAN-24**

DEADLINE, by noon, prevailing local time, for person to file a statement questioning the validity of a certificate of nomination to fill a candidate vacancy or a petition of nomination (other than for a school board office) with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. (3-8-6-14) **STATE FORM: CAN-1**

DEADLINE, by noon, Indianapolis time, for person whose petition of nomination as an independent or minor party candidate was rejected by the secretary of state for insufficient valid signatures of registers voters to file a statement with the Indiana election division questioning the validity of the determination made by the secretary of state or a county election board or the Lake and Tippecanoe County boards of elections and registration in rejecting the petition. (SEA 136; IC 3-8-6-12(d); 3-8-6-14) **STATE FORM: CAN-1**

DEADLINE, by noon, prevailing local time, for person whose petition of nomination as an independent or minor party candidate was rejected by a county election board or the Lake and Tippecanoe County boards of elections and registration for insufficient valid signatures of registers voters to file a statement with the county election board questioning the validity of the determination made by the county election board or the Lake and Tippecanoe County boards of elections and registration in rejecting the petition. (SEA 136; IC 3-8-6-12(d); 3-8-6-14) **STATE FORM: CAN-1**

AUGUST

Monday, August 23, 2004

CAN DEADLINE, by noon, in a town with less than 3,500 in population that which elects all of its officials in 2004 or elects town council members to "staggered terms" for a candidate nominated at a Democratic, Libertarian, and Republican town convention to file a notice of withdrawal with the circuit court clerk or Lake and Tippecanoe County board of elections and registration. (IC 3-8-5-14.5; 3-8-5-17) **STATE FORM: CAN-46** (Note: *This withdrawal must be filed no later than 3 days following the adjournment of the town convention so must be filed earlier if the town convention was held and adjourned prior to the August 20 deadline for holding a town convention.*)

Tuesday, August 24, 2004

First day a proprietor or manager of a residential facility (other than a mental health facility) must maintain a list of residents for use by poll takers in the general election. (IC 3-6-11-5)

Friday, August 27, 2004

DEADLINE, by noon prevailing local time, for a voter of the school district to question the validity of a declaration of candidacy for a school board office with the county election board or the Lake County board of elections and registration. (SEA; 136; IC 3-8-2-14; 3-8-6-14(e)) **STATE FORM: CAN-1**

Monday, August 30, 2004

CAN DEADLINE, by noon, prevailing local time, in a town having a population of less than 3,500 which elects all of its officials in 2004 or elects town council members to "staggered terms," for the chairman and secretary of a Democratic, Libertarian, or Republican Party town convention to file a certificate of nomination listing the candidates nominated at the town convention with a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration. (IC 3-8-5-13; 3-10-6-12) (Transferred from Saturday, August 28, 2004) **STATE FORM: CAN-18**

CAN DEADLINE, by noon, prevailing local time, in a town having a population of less than 3,500 which elects all officials in 2004 or elects town council members to "staggered terms," for the chairman of a political party that submitted a petition of nomination for the election of candidates to town office to file a certificate of candidate selection to fill any candidate vacancy. The certificate must be accompanied by the candidate's consent to the selection. (IC 3-13-1-18)

AUGUST

Monday, August 30, 2004 (continued)

CAN DEADLINE, by noon, prevailing local time, for the chairman and secretary of a Libertarian Party convention to file a certificate of nomination with a circuit court clerk or the Lake County election director, along with the consent of candidates nominated at the convention to a town office in a town having a population of 3,500 or more which elects all of its officials in 2004 or elects town council members to "staggered terms". (IC 3-10-6-12)

First day a county voter registration office must begin providing copies of memoranda showing original voter registrations and transfers occurring after this date and ending 29 days before the general election. Copies of memoranda must be provided within 48 hours after making of the memoranda, and must be provided, upon request, to a major party county chairman or other party chairman or an independent candidate's committee if the candidate is on the ballot. (IC 3-7-28-2; IC 3-7-28-3; IC 3-7-28-4) *See September 3 for related entry for providing copies of all registration applications prior to August 30.*

Tuesday, August 31, 2004

County voter registration officer prepares a list of disfranchised voters. (IC 3-7-46-8)

SEPTEMBER 2004

Wednesday, September 1, 2004

DEADLINE, for a county voter registration office to send county chairmen a list of deceased persons whose registrations have been canceled based on the state department of health report. (IC 3-7-28-12; 3-7-46-6)

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. (IC 3-7-28-13; 3-7-46-9)

Thursday, September 2, 2004

DEADLINE, for a county voter registration office to send county chairmen a list of deceased persons whose registrations have been canceled based on the state department of health report. (Transferred from Monday September 2: IC 3-7-28-12; 3-7-46-6)

DEADLINE for the board of commissioners of a county with a population of less than 125,000 to adopt an order establishing a county board of registration with immediate effect to administer voter registration within the county. (IC 3-7-12-5)

DEADLINE for an error in the certification of candidates for election to an office (other than an office in a town with less than 3,500 in population that elects town council members to "staggered terms" or elects all town officers in the 2004 general election) to be corrected by the public officials responsible for the certification. (IC 3-8-7-3(a))

Friday, September 3, 2004

DEADLINE, by noon, prevailing local time, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to rule on the validity of a petition of nomination (other than for a school board office)

DEADLINE, by noon, prevailing local time, for the Indiana election commission or a county election board or the Lake and Tippecanoe County boards of elections and registration to rule on a statement questioning the validity of the determination made by the secretary of state or a county election board or the Lake and Tippecanoe County boards of elections and registration in rejecting a petition of an independent or minor party candidate that the petition did not contain a sufficient number of signatures as required by IC 3-8-6-3. (SEA 136; IC 3-8-6-12(d); 3-8-6-14)

DEADLINE, by noon, for a candidate nominated by petition whose petition has been challenged due to the candidate's claimed affiliation with a political party that has already attained ballot status in the general election to amend the candidate's petition to state that the candidate is either independent or affiliated with a political party that the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration determines to have a name that would not result in voter confusion due to its similarity with the name of a political party that has attained ballot status. (3-8-6-5.5)

SEPTEMBER

Friday, September 3, 2004 (continued):

DEADLINE for a county election board or the Lake County and Tippecanoe board of elections and registration to adopt a resolution providing for the central count of absentee ballots within the county. (IC 3-11.5-5-1; 3-11.5-6-1)

DEADLINE for the circuit court clerk or Lake County and Tippecanoe boards of election and registration to estimate the number of absentee ballots and provisional ballots required in the county for the general election. After the estimate is made, the county election board or Lake County board of elections and registration must begin to print the absentee ballots. (IC 3-11-4-10; 3-11-4-14; 3-11.7-1-4)

DEADLINE for a county voter registration office to transmit the names and addresses of all persons whose voter registration have been canceled to each county chairman or independent candidate's chairman. After this date, and until the election, cancellation must be reported within 48 hours after the cancellation. (IC 3-7-28-14)

DEADLINE for a county voter registration office to transmit memoranda to each major party county chairman (and on request to other chairmen) showing all original registrations and transfers that occurred during the part of the registration period ending August 29, 2004. (IC 3-7-28-2; IC 3-7-28-3)

First day that ballots and other election material from the 2002 general election (other than registration transactions) may be destroyed after compliance with county commission on public records procedures. (IC 3-8-7-24; 3-10-1-31; 3-11-8-30; 3-12-2-12; 3-12-3-10; 5-15-6)

DEADLINE for an incumbent Lake County superior court judge to file a statement with the Lake County election director stating that the judge does not wish to be subject to a retention vote in 2004 to serve another term. (IC 33-5-29.5-42(f))

DEADLINE for an incumbent St. Joseph County superior court judge to file a statement with the St. Joseph County circuit court clerk stating that the judge does not wish to be subject to a retention vote in 2004 to serve another term. (IC 33-5-40-47)

Saturday, September 4, 2004

First day that a college or university must permit a student to knock on the door of each room in the living areas of student housing to conduct a poll. Before conducting the poll, the polltakers must submit certain information to the college or university. (IC 3-6-11-2.5; 3-6-11-2.6)

Monday, September 6, 2004 **LABOR DAY** Indiana Election Division closed

Tuesday, September 7, 2004

DEADLINE, by noon prevailing local time, for a circuit court clerk or the Lake County election director to file a certificate with a town clerk-treasurer setting forth the nominees certified as being chosen at Democratic, Libertarian, or Republican town conventions in a town with less than 3,500 in population that elects town council members to "staggered terms" or elects all town officers in the 2004 election. (Transferred from Saturday, September 4, 2004; IC 3-8-5-13; 3-8-5-17)

SEPTEMBER

Tuesday, September 7, 2004 (continued):

DEADLINE for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to send a campaign finance delinquency notice to a candidate nominated by petition who failed to file a post-nomination campaign finance report. (IC 3-9-4-14(a)(2)(A)) (Transferred from Saturday, September 4, 2004)

Thursday, September 9, 2004

DEADLINE, by noon prevailing local time, for a county election board or the Lake County board of elections and registration to rule on the validity of a declaration of candidacy for a school board office. (SEA 136; IC 3-8-2-14; 3-8-6-14(e))

Monday, September 13, 2004

DEADLINE, by noon, for a county election board or the Lake County board of elections and registration, to rule on the validity of any declaration of candidacy, petition of nomination, certificate of nomination by a town convention, or declaration of intent to be a write-in candidate for election to a town office in a town with less than 3,500 in population that elects town council members to "staggered terms" or elects all town officers in the 2004 election. (IC 3-8-5-14.7) (Transferred from Saturday, September 11, 2004)

Last day the proprietor or manager of a residential facility (other than a mental health facility) must prepare a list of residents for use by poll takers in the general election. (IC 3-6-11-5)

Tuesday, September 14, 2004

DEADLINE, by noon, Indianapolis time, for the state chairman of the Democratic, Libertarian, and Republican parties to certify the names of each party's candidates for: (1) presidential electors; and (2) President and Vice-President of the United States to the Indiana election division. (SEA 136; IC 3-10-4-5) **STATE FORM: IEC-21**

DEADLINE, by noon, Indianapolis time, for the petitioners who have nominated candidates for: (1) presidential electors; and (2) President and Vice-President of the United States by petition of nomination to certify those candidates to the Indiana election division. (SEA 136; IC 3-10-4-5)

DEADLINE, by noon, prevailing local time, for the state chairman of a political party which has nominated a candidate by petition for a federal, state, or state legislative office to file a certificate of candidate selection with the Indiana election division which names an individual to replace an individual included on the petition of nomination who has ceased to be a candidate. The certificate must be accompanied by the replacement candidate's consent to be placed on the ballot. (IC 3-8-6-17) **STATE FORMS: CAN-20 and CAN-40**

DEADLINE, by noon, prevailing local time, for the state chairman of a political party which has nominated a candidate by petition for a local office (other than an office in town with a population of less than 3,500) to file a certificate of candidate selection with the circuit court clerk or Lake County election director which names an individual to replace an individual included on the petition of nomination who has ceased to be a candidate. The certificate must be accompanied by the replacement candidate's consent to be placed on the ballot. (IC 3-8-6-17) **STATE FORMS: CAN-20 and CAN-40**

SEPTEMBER

Tuesday, September 14, 2004 (continued):

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and had been placed in a DOC facility during the previous month. (IC 3-7-46-4)

Thursday, September 16, 2004

DEADLINE, by noon, Indianapolis time, for the Indiana election division to certify to each county election board and to the Lake County board of elections and registration the name and residence of each candidate nominated for President or Vice-President of the United States. (SEA 72; 3-10-4-5)

Saturday, September 18, 2004

DEADLINE for the printing of provisional ballots by the Indiana election division and a county election board or the Lake and Tippecanoe County boards of elections and registration (IC 3-11.7-1-5; IC 3-11.7-1-6); *But see Saturday, September 25, 2004 deadline for printing other general election ballots.*

DEADLINE, for an error in the certification of candidates for election to a town office in a town with less than 3,500 in population that elects town council members to "staggered terms" or elects all town officers in the 2004 general election to be corrected by the public officials responsible for the certification. (IC 3-8-7-3(b))

Monday, September 20, 2004

CFA First day of campaign finance reporting period for a write-in candidate. (IC 3-5-2-32.7; 3-9-5-8.4)

Friday, September 24, 2004

DEADLINE, by noon, prevailing local time, for a county election board or the Lake County and Tippecanoe County boards of elections and registration to notify each major party county chairman of the number of absentee voter boards, absentee ballot counters, and teams of couriers to be appointed (for counties opting for central counting of absentee ballots). (IC 3-11-10-37; IC 3-11.5-4-22)

DEADLINE for the Indiana election division to mail pre-general election campaign finance report forms to candidates for state office and state legislative office on the 2004 general election ballot. (IC 3-9-4-14(b))

DEADLINE, for the board of commissioners of a county to adopt an ordinance scheduling the initial election of town officials in a newly incorporated town to be conducted on the same date as the November 2, 2004 general election. (IC 3-11-4-15; 36-5-1-10.1)

SEPTEMBER

Saturday, September 25, 2004

DEADLINE for the printing of absentee ballots by the Indiana election division and a county election board or the Lake and Tippecanoe County boards of elections and registration for a Presidential election (SEA 136, IC 3-11-4-13; IC 3-11-4-14; IC 3-11-4-15)

Monday, September 27, 2004

DEADLINE, by noon, for the Indiana election division to certify to each county election board and the Lake County board of elections and registration: (1) the name of each individual who filed a declaration of intent to be a write-in candidate with the election division; and (2) any political party that the individual is affiliated with, or whether the individual is an independent candidate. (IC 3-8-7-30) (Transferred from Saturday September 25, 2004)

CFA **DEADLINE**, by noon, prevailing local time, for a declared write-in candidate to file a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-9-1-5) **STATE FORM: CFA-1**

Thursday, September 30, 2004

ABS **DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to mail general election absentee ballots to voters who filed an application with the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration no later than Saturday, September 25. After this date, the county election board or Lake and Tippecanoe County boards of elections and registration must mail general election ballots to qualified voters on the same day that the voter's application is received. (IC 3-11-4-18) If the absentee ballot application submitted by an absent uniformed services voter or an overseas voter is denied, the county election board shall provide written notice to the voter not later than forty-eight (48) hours stating the reasons for the denial to the voter. (SEA 268: IC 3-11-4-17.5)

County voter registration officer prepares a list of disfranchised voters. (IC 3-7-46-8)

OCTOBER 2004

Friday, October 1, 2004

DEADLINE, by noon, for a county political party chairman to make written recommendations for appointments to absentee voter boards, absentee ballot counters, and teams of couriers (for counties opting for central counting of absentee ballots). If a county chairman fails to make a recommendation, then the county election board may appoint any otherwise qualified voter. (IC 3-11-10-37; IC 3-11.5-4-23)

Sunday, October 3, 2004

CAN A candidate vacancy on the ballot occurring on or after this date must be filled by the "late candidate vacancy" procedures in IC 3-13-2. (IC 3-13-2-1) **STATE FORMS: CAN-35 (certification to fill late ballot vacancy for local office); CAN-31 (consent)**

Monday, October 4, 2004 VOTER REGISTRATION ENDS

DEADLINE, at the close of business for a county voter registration office, for an individual to apply for voter registration or for a voter to transfer the voter's registration at the county voter registration office. (IC 3-7-13-10; 3-7-13-11)

ABS First day that a voter may vote an absentee general election ballot before an absentee voting board in the office of the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration. (IC 3-11-10-26)

DEADLINE for county election board to conduct a training session for a member of the absentee voter board before that absentee board member performs the member's duties. (SEA 136; IC 3-11-10-39)

DEADLINE, at the close of business for a bureau of motor vehicles license branch or other "full service" voter registration agency, for an individual to apply for voter registration or for a voter to transfer the voter's registration at the license branch or full service agency. (IC 3-7-33-3)

DEADLINE, for an individual to submit a "mail in" application for voter registration in the county voter registration office, or to have the application postmarked (and later delivered by the United States Postal Service) so that the voter can be registered for the general election. (IC 3-7-33-3)

DEADLINE for a county voter registration office to obtain a list of the names and addresses of all voters within the county who may have been disfranchised. (IC 3-7-46-8)

DEADLINE, for the county commissioners, Mayor of Indianapolis, the Lake County and Tippecanoe County boards of elections and registration to designate polling places for each precinct in the county. (SEA 477; IC 3-11-8-3.1)

DEADLINE, for the county commissioners or Mayor of Indianapolis to file a report with the co-directors of the election division listing each precinct for which the county executive was unable to obtain an accessible polling place. The report must include any other information required by the co-directors. If the co-directors determine that there are no accessible polling places which the county executive can secure, the co-directors shall authorize the establishment of at least one special polling place in the county. (SEA 477; IC 3-11-8-6.5) **STATE FORM: IEC-6**

OCTOBER 2004

Monday, October 4, 2004 (continued):

Final day that a college or university must permit a student to knock on the door of each room in the living areas of student housing to conduct a poll. Before conducting the poll, the polltakers must submit certain information to the college or university. (IC 3-6-11-2.5; 3-6-11-2.6)

Last day for a county voter registration office to transmit upon request to each major party county chairman and, on request, to other chairmen, memoranda showing all original registrations and transfers that occurred during the preceding 48 hours. (IC 3-7-28-2; 3-7-28-3)

An individual filing a civil action alleging a violation of NVRA is not required to provide notice of the violation to the co-directors of the Indiana election division if the violation occurs after this date and no later than the November 2, 2004 general election. (IC 3-7-11-14)

DEADLINE for a county voter registration office to obtain a list of the names and addresses of all voters within the county who may have been disfranchised. (IC 3-7-46-8)

ABS DEADLINE for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to receive an application for a regular absentee ballot from an absent uniformed services voter or overseas voter in order to count the special federal or state write-in absentee ballot submitted by the voter. (IC 3-12-2-7.5)

CFA End of campaign finance reporting period for a write-in candidate. (IC 3-9-5-7; 3-9-5-8.4)

DEADLINE, for Secretary of State to request the news media to include a copy of the Voter's Bill of Rights in election coverage or public service announcements. (Transferred from Sunday, October 3, 2004; IC 3-5-8-5)

Tuesday, October 5, 2004

First day that an employee of a "full service" voter registration agency must advise an applicant for voter registration that the application will be processed after the general election. (IC 3-7-33-3; 3-7-14-10; 3-7-16-7; 3-7-18-9; 3-7-20-2)

DEADLINE for a county election board or the Lake and Tippecanoe County boards of elections and registration to designate by resolution the precincts for which assistant poll clerks are to be appointed. (IC 3-6-6-4)

Wednesday, October 6, 2004

Last day for a county voter registration office to transmit to each major party county chairman (and on request to other chairmen) memoranda showing all original registrations and transfers that occurred during the preceding 48 hours. (IC 3-7-28-2; 3-7-28-3)

OCTOBER

Friday, October 8, 2004

CFA End of the pre-general election campaign finance reporting period. (IC 3-9-5-6)

Saturday, October 9, 2004

CFA First day of the post-general election campaign finance reporting period. (IC 3-9-5-6)

CFA First day of the pre-general election supplemental campaign finance reporting period for candidates appearing on the 2004 general election ballot, and write-in candidates for that election. If a candidate receives contributions from a person that total \$1,000 or more on or after this date, the candidate must file a pre-general election supplemental campaign finance report with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration within 48 hours after receiving the contribution. (IC 3-9-5-20.1) **STATE FORM: CFA-11**

Monday, October 11, 2004 COLUMBUS DAY
Indiana Election Division Closed

DEADLINE for a county voter registration office to receive a "mail in" registration application with a missing or illegible postmark **if the office is open notwithstanding the Columbus Day state holiday**. The application will permit an otherwise qualified applicant to vote in the general election. *If the office of the county voter registration office is closed for this holiday, the deadline to receive a "mail in" registration application with a missing or illegible postmark is transferred to Tuesday, October 12, 2004.* (IC 3-7-33-4)

Tuesday, October 12, 2004

CFA **DEADLINE**, by noon, prevailing local time, for a write-in candidate to file a campaign finance report. (IC 3-9-5-7; 3-9-5-8.4) (Transferred from Monday, October 11, 2004)

DEADLINE, by noon, for a county chairman to file nominations with a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration for individuals to serve as precinct election officers at the general election. (IC 3-6-6-10)

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and had been placed in a DOC facility during the previous month. (IC 3-7-46-4)

Friday, October 15, 2004

CFA **DEADLINE**, by noon, prevailing local time, for a candidate's committee with a candidate on the 2004 general election ballot, all legislative caucus committees, all political action committees, and all regular party committees, to file a **pre-general election campaign finance report** with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. A committee may be required to file with **both** the Indiana election division and a county election board. This deadline applies whether the report was hand delivered, sent by U.S. mail, or otherwise delivered to the division or board. (IC 3-9-5-3; 3-9-5-4; 3-9-5-7) **STATE FORM: CFA-4**

OCTOBER

Sunday, October 17, 2004

DEADLINE for counties that use automatic tabulating machines to count ballot cards to publish at least 48 hours notice of the required public test of the machines if the county has scheduled public test of automatic tabulation machines on October 19, 2004, the last day permitted under statute. (IC 3-11-13-22)

Monday, October 18, 2004

DEADLINE for a county voter registration office to send authorizations to cancel voter registrations to the county voter registration office of the county where a voter formerly resided. (IC 3-7-43-6) **STATE FORM: VRG-14**

Tuesday, October 19, 2004

DEADLINE for a county election board or the Lake and Tippecanoe County boards of elections and registration to have a public test conducted of the automatic tabulating equipment to be used at the general election to tabulate ballot card votes. This test must ascertain whether the machines will correctly count all votes cast for all candidates and on all public questions. (IC 3-11-13-22(a); 3-11-13-23; 3-12-3-8) **NOTE: IF THE PUBLIC TEST IS NOT PERFORMED, THE BALLOT CARDS MUST BE TABULATED BY HAND.** (IC 3-11-13-22(b); 3-11-13-23(b); 3-12-3-8)

First day for each public school and nonpublic school to fulfill the requirement to provide class discussion concerning the system of government, methods of voting, party structures, election laws, and the responsibilities of citizen participation in government and elections. (IC 20-10.1-4-3)

DEADLINE, by noon, to file a statement with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration questioning the validity of a certificate of candidate selection to fill a late vacancy on the general election ballot. (IC 3-8-1-2; 3-13-2-11) **STATE FORM: CAN-1**

DEADLINE, by noon, to file a statement with Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration questioning the validity of an individual's declaration of intent to be a write-in candidate at the general election. (IC 3-8-1-2; 3-8-2-14) **STATE FORM: CAN-1**

First date, after noon, that a county election board or the Lake and Tippecanoe County boards of elections and registration may, by unanimous vote of the entire board, fill a vacant precinct election office when the appropriate county chairman has made no nomination for the office. (IC 3-6-6-13)

Thursday, October 21, 2004

ABS First day that: (1) a confined voter; (2) a voter caring for a confined person at a private residence; or (3) a voter with disabilities whose precinct is not accessible to voters with disabilities; to vote an absentee ballot before a traveling absentee voter board at the voter's place of confinement. (IC 3-11-10-25)

OCTOBER

Saturday, October 23, 2004

ABS

The office of the circuit court clerk or Lake and Tippecanoe County boards of elections and registration must be open for at least seven (7) hours to permit absentee ballot voting. However, in a county with a population of less than 20,000, the absentee voter board in the office of the circuit court clerk, after majority vote by the county election board, may reduce absentee voting hours to a minimum of four (4) hours on this date. (IC 3-11-10-25)

DEADLINE, by noon, for a county election board to notify the county chairmen of the two major political parties of the number of teams of provisional ballot counters to be appointed. (IC 3-11.7-3-3)

DEADLINE, for a county voter registration office to prepare certified copies of the list of registered voters of each precinct. The list must contain the full name, address, and identification number of each voter. Upon receiving a written request from a major political party county chairman, the county voter registration office must prepare and furnish no more than two (2) copies of the list to the precinct inspector. The inspector may provide a copy of the list to any other precinct officer. (IC 3-7-28-4; 3-7-29-1; 3-7-29-2)

DEADLINE, for a county voter registration office to process voter registration applications executed in another county and forwarded to the county of the voter's residence by the other county's voter registration office. (IC 3-7-34-13)

DEADLINE, for a county voter registration office to receive an absentee registration application from an absent uniformed services voter or an overseas voter for processing before the general election. (IC 3-7-36-10)

DEADLINE, for a county voter registration office to receive an application for voter registration from a discharged absent uniformed services voter, whose government movement orders required the voter to move following the close of voter registration for processing before the general election. This registration procedure also applies to the spouse or dependent of the voter. (IC 3-7-36-11)

DEADLINE for a county election board or the Lake and Tippecanoe County boards of elections and registration to publish a list of the offices to be filled at the general election; the text of any public question to be placed on the ballot; the date of the general election; and the hours during which the polls will be open. (IC 3-10-2-2; 3-10-3-1; 5-3-1-2) **STATE FORM: CAN-39**

DEADLINE, by noon, for a county election board or the Lake and Tippecanoe County boards of elections and registration to file a copy of the notice of the general election with the Indiana election division and in the minutes of the board. (IC 3-10-2-2) **STATE FORM: CAN-39**

DEADLINE, for the county commissioners, the Mayor of Indianapolis, or the Lake and Tippecanoe County boards of elections and registration to publish notice of the place of voting for each precinct, including the location of each special polling place for elderly and disabled voters and the procedures for elderly and disabled voters to apply to vote at the special polling place. (IC 3-11-8-3.2; 5-3-1-4)

DEADLINE, for an elderly voter or a voter with disabilities to submit an application to a county election board or the Lake and Tippecanoe County boards of elections and registration to be assigned to a special polling place. (IC 3-11-8-6.5) **STATE FORM: CEB-2**

OCTOBER

Saturday, October 23, 2004 (continued):

DEADLINE, in a county using a ballot card voting system, for the county election board or the Lake and Tippecanoe County boards of elections and registration to designate a central location for the processing of ballot cards. (IC 3-12-3-2.5)

DEADLINE, for the Lake County board of elections and registration to duplicate, distribute, and cause to be posted copies of official sample ballots to schools, fire stations, county courthouses, and other public buildings in the county. (IC 3-11-14-8)

DEADLINE, in a county having a population of at least 300,000 for the judge of the circuit court to order the county commissioners, the Mayor of Indianapolis or the Lake County boards of elections and registration to provide a suitable room for the canvassing of votes other than a room in the county courthouse. (IC 3-12-4-7)

Monday, October 25, 2004

ABS DEADLINE, by midnight, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to receive a mailed or facsimile transmitted absentee ballot application from a voter (other than a voter who: (1) is a confined voter or a voter caring for a confined person; and (2) requests that the absentee ballots be delivered to the applicant by an absentee voter board). (IC 3-11-4-3(a)(3))

ABS DEADLINE, by 10 p.m., Indianapolis time, for the Marion County circuit court clerk to receive a mailed absentee ballot application from a confined voter or a voter caring for a confined person. (IC 3-11-4-3(b))

DEADLINE for a county election board or the Lake and Tippecanoe County boards of elections and registration to notify county chairmen that sample ballots and pasters are available for inspection. (IC 3-6-5-14)

Tuesday, October 26, 2004

DEADLINE for a county election board or the Lake and Tippecanoe County boards of elections and registration to file with the Indiana election division a certificate stating that the test of automatic tabulating equipment to be used to count ballot cards at the general election has been conducted. (IC 3-11-13-22(a)) **STATE FORM: IEC-10**

DEADLINE, by noon, for the Indiana election commission, a county election board, or the Lake and Tippecanoe County boards of elections and registration to resolve any question concerning the validity of an individual's selection as a candidate to fill a late vacancy on the general election ballot. (IC 3-8-1-2; 3-13-2-11)

DEADLINE, by noon, for the Indiana election commission, a county election board, or the Lake and Tippecanoe County boards of elections and registration to resolve a question concerning the validity of an individual's declaration of intent to be a write-in candidate at the general election. (IC 3-8-1-2; 3-8-2-14)

OCTOBER

Tuesday, October 26, 2004 (continued):

DEADLINE, by noon, for a write-in candidate whose declaration has been challenged due to the candidate's claimed affiliation with a political party that has already attained ballot status in the general election to amend the candidate's declaration to state that the candidate is either independent or affiliated with a political party that the Indiana election commission, a county election board, or the Lake and Tippecanoe County boards of elections and registration determines to have a name that would not result in voter confusion due to its similarity with the name of a political party that has attained ballot status. (IC 3-8-2-12.5)

DEADLINE for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to receive a certificate of death for a candidate and to order the use of pasters to cover the candidate's name on the ballot, or the printing of new ballots (if the Indiana election commission or the board unanimously find good cause to believe that the candidate has died no certificate of death is necessary). (IC 3-11-3-29.5)

Thursday, October 28, 2004

DEADLINE, by noon, if a candidate vacancy is filled, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to reprint ballots or print pasters with the successor candidate's name. (IC 3-11-3-29.5)

ABS DEADLINE, by 10 p.m., Indianapolis time, for the Marion County circuit court clerk to receive a hand delivered or facsimile transmitted absentee ballot application from a confined voter or a voter caring for a confined person. (IC 3-11-4-3(b))

DEADLINE, by the close of business at a county voter registration office, for the office to mail an affidavit for voting in the general election to a voter entitled to vote only for electors for President and Vice-President of the United States, despite the voter's loss of residence in Indiana. (IC 3-10-10-5) **STATE FORM: VRG-15**

Saturday, October 30, 2004

ABS The office of the circuit court clerk or Lake and Tippecanoe County boards of elections and registration must be open for at least seven (7) hours to permit absentee ballot voting. However, in a county with a population of less than 20,000, the absentee voter board in the office of the circuit court clerk, after majority vote by the county election board, may reduce absentee voting hours to a minimum of four (4) hours on this date. (IC 3-11-10-26 and IC 3-11-10-26.5)

DEADLINE, by noon, for the county chairmen of the two major political parties to make a written recommendation to the county election board for the appointment of individuals as provisional ballot counters. If a county chairman fails to make a nomination, the county election board may appoint any voter of the county. (IC 3-11.7-3-4; 3-11.7-4-5)

DEADLINE for the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to change the polling place for a precinct in the county. The circuit court clerk may change a polling place after this date if it is dangerous or impossible to use the designated polling place. (IC 3-11-8-3.2)

OCTOBER

Saturday, October 30, 2004 (continued):

First day an inspector or other authorized member of the precinct election board may pick up ballots and election supplies for the inspector's precinct. (IC 3-11-3-10); IC 3-11.5-4-1)

Sunday, October 31, 2004

CFA 6 a.m., end of the pre-general election supplemental campaign finance reporting period. Contributions from a person that total \$1,000 or more received by a candidate on the general election ballot after that time must be reported on the committee's pre-general election campaign finance report. (IC 3-9-5-20.1)

DEADLINE for a precinct inspector or other authorized member of the precinct election board may pick up ballots and election supplies for the inspector's precinct. (IC 3-11-3-10)

DEADLINE, in an absentee ballot central count county for the circuit court clerk or the Lake and Tippecanoe County boards of election and registration (if central count) to provide a certificate to inspectors stating the names of the voters whose absentee ballots have been received by the clerk or boards. (IC 3-11.5-4-1)

NOVEMBER 2004

Monday, November 1, 2004

ABS DEADLINE, by noon, for the circuit court clerk or Lake and Tippecanoe County boards of elections and registration to receive a mailed or hand delivered absentee ballot application: (1) from a confined voter or a voter caring for a confined person; and (2) which requests that the absentee ballots be delivered to the applicant by an absentee voter board. (IC 3-11-4-3(a)(2))

ABS DEADLINE, by noon, for a voter to vote an absentee ballot in the office of the circuit court clerk or Lake and Tippecanoe County boards of elections and registration. (IC 3-11-10-26)

ABS DEADLINE, for a confined voter, a voter caring for a confined person, or a voter with disabilities whose precinct is not accessible to the voter to vote an absentee ballot before an absentee voter board at the voter's place of confinement. (IC 3-11-10-25)

DEADLINE, by 4 p.m., for a voter who has moved to a different precinct in Indiana not more than 30 days before the general election, to execute a voter registration transfer request in the county voter registration office. This transfer allows the voter to return to the voter's old precinct and vote at that location one final time. (IC 3-10-11-7) **STATE FORM: VRG-4/12**

DEADLINE, by the close of business at a county voter registration office, for a voter who has moved outside of Indiana during the 30 days before the general election, to execute an affidavit to vote for electors for President and Vice-President of the United States. This affidavit allows the voter to return to the voter's old precinct and vote at that location one final time, either in person or by absentee ballot. (IC 3-10-10-4) **STATE FORM: VRG-15**

DEADLINE, by 6 p.m., for a county election board or the Lake and Tippecanoe County boards of elections and registrations to deliver the voting system and equipment to each polling place. In precincts using "lever" machines or computerized electronic voting systems, the precinct election board may meet at the polls to open sample ballot packages and verify that the voting system is correctly labeled, set, adjusted, and in order. (IC 3-11-11-1.8; 3-11-12-22; 3-11-12-23; 3-11-13-6; 3-11-14-14)

DEADLINE for a county election board to conduct a training and educational meeting for inspectors, judges, poll clerks, assistant poll clerks, and sheriffs. Inspectors and judges must attend this meeting. Other precinct election officers may be required to attend as well. (IC 3-6-6-40)

DEADLINE for state and local health officers to file quarterly lists of deceased residents with the county voter registration office. (IC 3-7-45-2) (Transferred from Sunday, October 31, 2004)

DEADLINE for each county sheriff to provide the county voter registration office with a list of each Indiana resident who has been convicted of a crime and has been placed in a county correctional facility during the previous quarter. (IC 3-7-46-6) (Transferred from Sunday, October 31, 2004)

County voter registration office prepares a list of disfranchised voters. (IC 3-7-46-8) (Transferred from Sunday, October 31, 2004)

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. (IC 3-7-28-13; 3-7-46-9) (Transferred from Saturday, October 30, 2004)

GENERAL ELECTION DAY- NOVEMBER 2, 2004 (IC 3-10-2-1)

DEADLINE, by 5 a.m., for the members of the precinct election board, poll clerks, and sheriffs to meet at the polling place. (IC 3-11-11-2; 3-11-12-24; 3-11-13-27; 3-11-14-16)

In a county using voting (lever) machines, the members of a county election board must be in the election board office from **5 a.m. to 6 p.m.** on general election day. They must deliver emergency ballots and other supplies if a voting machine malfunctions. (IC 3-11-12-26)

The precinct election board shall post the Voter's Bill of Rights in a public place in each polling place on election day. (SEA 268; IC 3-5-8-3).

POLLS OPEN, 6 a.m. to 6 p.m., prevailing local time. (IC 3-11-8-8)

DEADLINE, by noon, in an absentee ballot central count county, for the circuit court clerk or Lake and Tippecanoe County boards of elections and registration (or their agent) to visit the appropriate post office to accept delivery of absentee ballots. (IC 3-11.5-4-7)

DEADLINE, by noon, for a voter who returned an absentee ballot, and is required to submit additional identification documents to file the additional documents with the county voter registration office (SEA 268; IC 3-11-4-18)

If a county is not an absentee ballot central count county, the circuit court clerk or Lake and Tippecanoe County boards of elections and registration must visit the appropriate post office to accept delivery of absentee ballots at the latest possible time to permit delivery to the precincts before 6 p.m. (SEA 268; IC 3-11-10-11)

DEADLINE, by noon, for the county voter registration office to visit the appropriate post office to accept delivery of mail containing identification documentation submitted by voter who has, up to that point, failed to submit identification documents. The county voter registration office shall immediately notify the county election board of the names of voters who have filed additional identification documents so that the county election board can provide this information by sending a supplemental list to precinct election boards. (SEA 268; IC 3-11-10-12)

DEADLINE, by noon, for certain absent uniform services voters (or the voter's spouse or dependent), not previously registered, to register and vote in the office of the clerk. (IC 3-7-36-11; 3-7-36-14; 3-11-4-3) **STATE FORMS: ABS-1, VRG-7, ABS-11 AND ABS-13)**

The appointments of precinct judge, poll clerk, or sheriff expire at NOON if they were appointed to serve in that precinct election office for the first half of election day. The beginning of the term of a precinct election officer appointed to serve for the last part of election day. (IC 3-6-6-10; 3-6-6-11)

DEADLINE, by 3 p.m., in an absentee ballot central count county, for the circuit court clerk or Lake and Tippecanoe County boards of election and registration (or their agent) to deliver a certificate to each precinct setting forth the absentee ballots received by noon on election day. (IC 3-11.5-4-8)

GENERAL ELECTION DAY- NOVEMBER 2, 2004 (continued):

DEADLINE, by 3 p.m., in counties which are not absentee ballot central count counties, for a county election board to receive notification that a voter who returned an absentee ballot, and is required to submit additional identification documents has filed the additional documents with the county voter registration office. The county election board must transmit a supplemental certified list of such voters to the appropriate precinct election board or attempt to notify the board regarding the content of the list. (SEA 268; IC 3-11-10-12)

In counties which are not absentee ballot central count counties, the county election board must deliver all absentee ballots to the appropriate polling place. The absentee ballots must be delivered in sufficient time to enable the precinct election board to vote the ballots during the time the polls are open. (IC 3-11-10-12)

DEADLINE, by 5 p.m., in an absentee ballot central count county, for the county election board or the Lake and Tippecanoe County boards of elections and registration to issue a certificate to a voter whose absentee ballot has been rejected, to permit that voter to vote at the precinct if otherwise qualified to do so. (IC 3-11.5-4-13)

DEADLINE, at the close of the polls, for a voter who is required to submit additional identification documents to file the additional documents with the county voter registration office. If the voter fails to meet this deadline, the voter's provisional ballot is invalid and may not be counted. (SEA 268; IC 3-11.7-5-2)

At the close of the polls, the precinct election board must seal all provisional ballots and any spoiled provisional ballots in the required container. The inspector must return the container to the circuit court clerk at the close of the polls. (IC 3-11.7-2-4)

In counties using a ballot card voting system where votes are tabulated at a central location, all ballot cards must be sealed and delivered to the designated location immediately after the polls are closed and the number of ballot cards verified. (IC 3-12-3-1; 3-12-3-2)

In counties using paper ballots only, all ballots and election materials must be returned to the county election board immediately upon completion of their tabulation. (IC 3-12-2-9)

DEADLINE, by 6 p.m., for the county election board or the Lake and Tippecanoe County boards of elections and registration to convene in the room provided for the board to canvass votes and declare results of the election. (IC 3-12-4-6)

DEADLINE, by midnight, for the inspector and judge of the opposite political party to deliver to the county election board or Lake and Tippecanoe County boards of elections and registration certification of the vote count and other election materials. (IC 3-12-2.5-5; 3-12-3-10; 3-12-3.5-4)

The appointment of a precinct election officer expires when the county election board or the Lake and Tippecanoe County boards of elections and registration complete the canvass of the precinct. (IC 3-6-6-37)

Effective date for an order adopted on or after September 3, 2004, by the board of commissioners of a county with a population of less than 125,000 to establish a board of registration to administer voter registration within the county. (IC 3-7-12-5)

NOVEMBER

Wednesday, November 3, 2004

NEW TERM OF THE GENERAL ASSEMBLY BEGINS. (IC 2-2.1-1-1)

DEADLINE, 11 a.m. in a county using "lever" voting machines, for each precinct inspector to return voting machine keys to the county auditor. The auditor must secure the keys and not permit the keys to be taken or the voting machines to be unlocked until January 3, 2004, unless ordered by a court or requested by the Indiana election division. (IC 3-11-12-34; 3-11-12-35)

DEADLINE for a county election board, or the Lake and Tippecanoe County boards of elections and registration to send a campaign finance delinquency notice to a write-in candidate who failed to file a post-nomination campaign finance report. (IC 3-9-4-14(a)(2)(A))

Effective date for an order adopted on or after September 2, 2004, by the board of commissioners of a county with a population of less than 125,000 to establish a board of registration to administer voter registration within the county. (IC 3-7-12-5)

Friday, November 5, 2004

DEADLINE, by noon, for full-service registration agency to respond to an inquiry by a county election board or the Lake and Tippecanoe County boards of elections and registration indicating whether the agency's records contain any information regarding the registration. If the agency does not respond to the board's inquiry, or if the agency responds that the agency has no record of the alleged registration, the board shall reject the provisional ballot and 1) document on the ballot the inquiry and response, if any, by the agency; and 2) endorse the ballot with the word "Rejected" and the inquiry and response, if any, by the voter registration agency. (SEA 268, IC 3-11.7-5-2)

Monday, November 8, 2004

DEADLINE, by noon, for a county election board or the Lake and Tippecanoe County boards of elections to make a determination of whether or not to county a provisional ballot. Immediately upon completion of the provisional ballot count, the provisional ballot counters must make a certificate showing the total number of provisional ballots cast for each candidate and on each public question. (IC 3-11.7-5-1; 3-11.7-5-28).

DEADLINE, by noon, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to prepare a statement specifying the number of votes cast: (1) for each candidate for federal office, state office, or state legislative office; (2) for each candidate for a judicial office; (3) for each candidate for a circuit or county office commissioned by the governor (circuit court clerk; county auditor; county recorder; county treasurer; county sheriff; county coroner; county surveyor); (4) for each candidate for any other local office declared elected by the county election board or Lake County board of elections and registration; (5) for and against the ratification of each state constitutional amendment; (6) for and against the retention of each justice of the supreme court and judge of the court of appeals or tax court; and (7) for and against the retention of any judge in Lake County or St. Joseph County. The circuit court clerk or the Lake and Tippecanoe County boards of elections and registration shall send the statement by certified mail, return receipt requested, or hand deliver the statement to the Indiana election division. (IC 3-12-5-1; 3-12-5-5; 3-12-5-6; 3-12-5-11) **STATE FORMS: CEB-10 (Governor and Lieutenant Governor), CEB-11 (Circuit Court Clerk and Local Offices at the General Election), CEB 12 (Ratification of a State Constitutional Amendment or the Retention of a Justice of the Indiana Supreme Court or a Judge of an Appellate Court) and CEB-13 (Federal, State, Legislative, and Judicial Offices)**

NOVEMBER

Monday, November 8, 2004 (continued):

Immediately after receipt of the statements, the Indiana election division shall prepare a certificate for the secretary of state to certify which candidate has received the highest number of votes for United States Senator. The secretary of state shall file this certificate with the governor. The governor shall sign the certificate and transmit the certificate to the secretary of the United States Senate. (3-12-5-9)

Immediately after receipt of the statements, the Indiana election division shall prepare a certificate for the secretary of state to certify each candidate who has received the highest number of votes for United States Representative. The secretary of state shall execute this certificate and forward a copy of the certificate to the clerk of the United States House of Representatives. (3-12-5-9)

Immediately after receipt of the statements, the Indiana election division shall prepare a certificate certifying which candidates have received the highest number of votes for governor and lieutenant governor. The election division shall deliver this certificate to the speaker of the Indiana house of representatives. (IC 3-12-5-5 (a)(1))

Immediately after receipt of the statements, the Indiana election division shall prepare a certificate for the secretary of state to certify which candidate has received the highest number of votes for each state legislative office. The secretary of state shall sign the certificate, and the election division shall then forward the certificate to the candidate for legislative office. (IC 3-12-5-12)

DEADLINE, by noon, of the Monday after the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration has certified the results of the general election, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to furnish to each political party county chairman a copy of the certified general election results canvassed by the board. (IC 3-12-4-12)

DEADLINE for a town council to change its legislative body districts if any town council members are to be elected in 2005. (IC 3-11-1.5-32)

Tuesday, November 9, 2004

DEADLINE, by noon, Indianapolis time, for a candidate for election to a federal or state or office at the general election to file a verified petition for a recount or contest of the general election with the Indiana election division. *See also Friday, November 12 deadline for a state chairman to file a petition.* (IC 3-12-11-1; 3-12-11-2)

DEADLINE, by noon, Indianapolis time, for a candidate for election to a state legislative office at the general election to file a verified petition for a recount or contest of the general election with the Indiana election division. *See also Friday, November 12 deadline for a county chairman to file a petition.* (IC 3-12-11-1; 3-12-11-2)

DEADLINE, by noon, prevailing local time, for a candidate for election to a local office at the general election to file a verified petition for a recount or contest of the general election with the appropriate circuit court clerk. *See also Friday, November 12 deadline for a county chairman to file a petition.* (IC 3-12-6-1; 3-12-6-2; 3-12-8-5)

NOVEMBER

Tuesday, November 9, 2004 (continued):

DEADLINE, by noon, prevailing local time, for a candidate for election to a school board office at the general election to file a verified petition for a recount or contest of the general election with the appropriate circuit court clerk. (IC 3-12-6-1; 3-12-6-2; 3-12-8-5)

DEADLINE, by noon, prevailing local time, for a voter who desires a recount of the votes cast at the general election concerning a public question to file a verified petition with the circuit court clerk (or Lake and Tippecanoe County boards of elections and registration) and the Indiana election division. (IC 3-12-12-2)

DEADLINE for a county voter registration office to notify the co-directors of the Indiana election division that a voter produced a receipt indicating that the voter had applied to register at the bureau of motor vehicles (or another "full service" office), and was allowed to vote on election day, although the voter's name did not appear on the precinct voter registration list. (IC 3-7-48-9)

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and had been placed in a DOC facility during the previous month. (IC 3-7-46-4)

Thursday, November 11, 2004

VETERANS DAY

Indiana Election Division Closed

Friday, November 12, 2004

DEADLINE, by noon, Indianapolis time, for state political party chairman of a candidate for federal or statewide office at the general election to file a verified petition for recount or contest with the Indiana election division, if a candidate has not previously filed a recount or contest petition. (IC 3-12-11-2)

DEADLINE, by noon, Indianapolis time, for a county chairman of a county within a state legislative district of a candidate for nomination to a state legislative office at the general election to file a verified petition for a recount or contest of the general election with the Indiana election division, if a candidate has not previously filed a recount or contest petition. (IC 3-12-11-2)

DEADLINE, by noon, prevailing local time, for the county chairman of a candidate for nomination to a local office to file a verified petition for a recount of the general election with the appropriate circuit court clerk if a candidate has not previously filed a recount petition. (IC 3-12-6-2)

DEADLINE, by noon, Indianapolis time, for the secretary of state to issue a certificate indicating whether: (1) each proposed state constitutional amendment has been ratified or rejected; and (2) whether an Indiana supreme court justice or judge of the Indiana court of appeals or tax court has been retained or removed. The election division shall forward the certificates to the chief justice of the state (and to the director of the office of code revision of legislative services agency, in the case of a proposed state constitutional amendment). (IC 3-12-5-1(d))

DEADLINE for the Indiana election division, a county election board, or the Lake County board of elections and registration to send a campaign finance delinquency notice to a write-in candidate who failed to file a post-nomination campaign finance report. (IC 3-9-4-14(a)(2)(A))

NOVEMBER

Monday, November 15, 2004

DEADLINE for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to send a campaign finance delinquency notice to a person who failed to file a pre-general election campaign finance report. (IC 3-9-4-14(a)(2)(A)) (Transferred from Sunday, November 14, 2004)

Tuesday, November 16, 2004

DEADLINE, by noon, Indianapolis time, for a candidate elected to a federal, state, or state legislative office on the face of the general election returns, to file a verified cross-petition for a recount of the general election with the Indiana election division. (IC 3-12-11-4)

DEADLINE, by noon, Indianapolis time, for a candidate elected to a local office or school board office on the face of the general election returns, to file a verified cross-petition for a recount of the general election with the appropriate circuit court clerk. (IC 3-12-11-4)

DEADLINE, for a county election board or the Lake and Tippecanoe County boards of elections and registration to mail or deliver a post-election report concerning the general election to the Indiana election division. The post-election report shall include the number of absentee ballots: (1) transmitted to absent uniformed services voters and overseas voters for the general election; and (2) returned by absent uniformed services voters and overseas voters and cast in the election. (SEA 268; IC 3-6-5-17, 3-6-5-17.5) **STATE FORM: CEB-9**

DEADLINE, by noon, prevailing local time, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to correct an error in the certification of the vote for a candidate or on a public question. *NOTE: This deadline does not apply to the correction of a certification resulting from a petition filed for a recount of the election.* (IC 3-12-5-14)

DEADLINE, by noon, prevailing local time, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to file a correction of previously certified election results with the Indiana election division. If the corrected vote results in a different candidate receiving the highest number of votes, the election division shall immediately notify the governor of the amendment. (IC 3-12-5-8(a))

DEADLINE, by noon, prevailing local time, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to correct an error in the certification of the vote for a candidate or on a public question. *NOTE: This deadline does not apply to the correction of a certification resulting from a petition filed for a recount of the election.* (IC 3-12-5-14) If the corrected vote results in a different candidate receiving the highest number of votes for federal office, state office, legislative office, or judicial office the election division shall immediately notify the governor of the amendment. (IC 3-12-5-8(a))

NOVEMBER

Tuesday, November 16, 2004 (continued):

First day, after noon, prevailing local time, for the issuance of a certificate of election to a school board office or to a local office (other than judge or county office commissioned by the governor under IC 4-3-1-5). (IC 3-12-5-2; 3-12-5-14; 3-12-5-16) STATE FORMS: CEB 7 (County Commissioner), CEB 8 (County Council), CEB-16 (county assessor), CEB 19 (Township Assessor), CEB-21 (school board member), CEB-32 (town clerk-treasurer), CEB-33 (town council) *Note: A candidate elected to a constitutional office (judge, clerk of circuit court, county auditor, county recorder, county treasurer, county sheriff, county coroner, and county surveyor) receives a governor's commission, not a certificate of election. The election division will provide them to candidates identified on the CEB-11 and CEB-13.*

First day, after noon, that unused ballots from the general election may be destroyed. One unused ballot must be retained in the records of the county election board or Lake and Tippecanoe County boards of elections and registration. (IC 3-11-3-31)

First day that a county election board or the Lake and Tippecanoe County boards of elections and registration may adopt a resolution providing for the central count of absentee ballots within the county. (IC 3-11.5-5-1; 3-11.5-6-1)

GENERAL ASSEMBLY ORGANIZATIONAL DAY. Newly elected members are sworn in. (IC 2-2.1-1-2)

Monday, November 22, 2004

DEADLINE, by noon, for a voter to bring a civil action to require a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to correct an error in the certification of the vote for a candidate or on a public question. *NOTE: This deadline does not apply to a correction resulting from a recount petition.* (Transferred from Sunday, November 21, 2004; IC 3-12-5-15)

ABS First day county election board or the Lake and Tippecanoe County boards of elections and registration makes blank absentee ballot applications available to absent uniformed services voters and overseas voters for elections in 2005. (IC 3-11-4-6; 3-11-4-8) (Transferred from Sunday, November 21, 2004)

Tuesday, November 23, 2004

DEADLINE, by noon, for the Indiana election division to tabulate the number of votes cast for presidential electors, state offices (other than governor and lieutenant governor), and judicial offices, according to the certificates submitted by the circuit court clerks and Lake County election director. Immediately after the completion of the tabulation, the secretary of state certifies to the governor the candidate receiving the highest number of votes for each office. (IC 3-12-5-7)

Thursday, November 25, 2004

Friday, November 26, 2004

THANKSGIVING DAY

LINCOLN'S BIRTHDAY

Indiana election division closed.

Tuesday, November 30, 2004

Beginning, at noon, of term of town council members and a town clerk-treasurer in newly incorporated town. (IC 36-5-2-3)

County voter registration office prepares a list of disfranchised voters. (IC 3-7-46-8)

DECEMBER 2004

Wednesday, December 1, 2004 VOTER REGISTRATION BEGINS

First day after the general election that an individual may register to vote.
(IC 3-7-13-10)

Properly completed voter registration applications that were received after the close of the last registration period must be processed on this date. (IC 3-7-13-12)

First day that a county voter registration office can dispose of voter registration declinations and voter list maintenance program lists received by the county voter registration office on or before December 1, 2002. (IC 3-7-27-6)

First day that the Indiana election division, a county election board, or the Lake County and Tippecanoe boards of elections and registration are not required to retain campaign finance reports filed in those offices for elections in 2000 and previous years, except for judicial offices. (IC 3-9-4-6)

First day that a county election board or the Lake and Tippecanoe County boards of elections and registration is not required to retain campaign finance reports filed in those offices by candidates for local judicial offices for elections in 1998 and previous years. (IC 3-9-4-6)

DEADLINE for a county voter registration office to provide list of deceased voters whose registration has been canceled based on the state department of health report to county chairmen, upon request. (IC 3-7-28-12)

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. (IC 3-7-28-13; 3-7-46-9)

Friday, December 3, 2004

First day that a county voter registration office can cancel the registration of a voter who: (1) did not respond to a duplicate voter registration elimination program postcard mailed by the Indiana election division contractor in 2002; and (2) did not vote in the 2002 general election, any 2003 city or town election, the 2004 primary election, or the 2004 general election at the registration address to which the postcard was mailed in 2002. (IC 3-7-38.1-7(a))

Tuesday, December 7, 2004

DEADLINE, by noon, Indianapolis time, for the governor to prepare a commission for a candidate elected to a state office, or a judicial office. Immediately upon completion of the commission, the governor shall deliver the commission to the Indiana election division and the division will forward the commission to the elected candidate. (IC 3-12-5-8(b))

DEADLINE for the state recount commission to complete a recount or contest proceeding concerning candidates for Indiana presidential electors. (3 U.S.C. 5; 3-12-11-19.5)

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and had been placed in a DOC facility during the previous month. (IC 3-7-46-4)

DECEMBER

Sunday, December 12, 2004

Last day that the proprietor or manager of a residential facility (other than a mental health facility) must maintain a list of residents for use by poll takers in the general election. (IC 3-6-11-7)

Monday, December 13, 2004 MEETING OF THE PRESIDENTIAL ELECTORS

10 a.m., in the chamber of the Indiana house of representatives, to cast ballots for the election of the President and Vice-President of the United States. (IC 3-10-4-7; 3-10-4-9)

11 a.m., deadline for all presidential electors to appear at the meeting. If an elector fails to appear, or if proof of the elector's death, disqualification, or resignation is presented prior to this time, the remaining electors shall elect an individual to fill the vacancy. (IC 3-10-4-8)

Monday, December 20, 2004

DEADLINE for the state recount commission to complete a recount for a state legislative office. The Indiana election division shall prepare certified statements showing the result and submit one copy of the statement to the candidate who received the most votes and one copy to the presiding officer of the appropriate chamber of the Indiana general assembly. (IC 3-12-11-21) (Transferred from Sunday, December 19, 2004)

DEADLINE for a local recount commission to complete a recount for a local office or a school board office. (IC 3-12-6-21.9)

Friday, December 24, 2004

Monday, December 27, 2004

CHRISTMAS DAY

WASHINGTON'S BIRTHDAY

Indiana election division closed.

Thursday, December 30, 2004

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. (IC 3-7-28-13; 3-7-46-9)

Friday, December 31, 2004

NEW YEAR'S HOLIDAY

Indiana Election Division closed

CFA End of annual campaign finance reporting period and post-election campaign finance reporting periods for 2004. (IC 3-9-5-10)

A resolution adopted by a county election board to omit the appointment of poll clerks and sheriffs in certain precincts expires. (IC 3-6-6-38)

JANUARY 2005

NOTE: The dates for observing state holidays in 2005 are subject to confirmation by the Governor's office. The designation of state holidays by the governor traditionally occurs during the summer of the preceding year.

Saturday, January 1, 2005

CFA Beginning of 2005 campaign finance reporting periods. (IC 3-9-5-10).

First day of term for an individual elected as county commissioner, county council member, county assessor, township trustee, township board member, and township assessor elected in the 2004 general election. (IC 36-2-2-3; 36-2-3-3; 36-6-4-2; 36-6-6-2; 36-6-5-1)

First day of term for individuals elected as judge, clerk of the circuit court or other county office in the 2004 general election. (IC 3-10-2-11; 3-10-2-12; 3-10-2-13; IC 36-2-15-2)

Beginning at noon, first day of term for an individual elected as a town council member in 2004. (IC 36-5-2-3)

Beginning at noon, first day of term for an individual elected as a town clerk-treasurer in 2004. (IC 36-5-6-3)

Beginning at noon, first day of term for an individual elected as a judge of a town court in 2004. (IC 33-10.1-3-1.1)

First day of term for an individual appointed as a member of a county board of voter registration. (IC 3-7-12-10)

Monday, January 3, 2005

First day a minor party candidate (other than a Libertarian Party candidate) or an independent candidate wishing to be placed on the ballot in a town which elects some town council members to "staggered terms" in 2001 may file a petition of nomination with a county voter registration office for verification of signatures. (IC 3-8-6-10) (Transferred from Saturday, January 1, 2005)

First day a Democratic Party, Libertarian Party, or Republican Party candidate may file a declaration of candidacy for town council in a town which elects some town council members to "staggered terms" in 2005. (IC 3-8-5-10.5; 3-8-5-17) (Transferred from Saturday, January 1, 2005)

DEADLINE, if the co-directors of the Indiana election division choose to submit a list of the names and addresses of voters with rural route addresses to the United States Postal Service. (IC 3-7-40-4) (Transferred from Friday, December 31, 2004)

DEADLINE for a county voter registration office to mail the request for transfer of registration affidavits executed by persons who changed residence to another county in Indiana within 30 days before the 2004 general election to the county where the person now resides (or to the Indiana election division if the person has moved outside of Indiana). (IC 3-7-43-4) (Transferred from Friday, December 31, 2004)

County voter registration office prepares a list of disfranchised voters. (Transferred from Friday, December 31, 2004; IC 3-7-46-8)

JANUARY

Monday, January 3, 2005 (continued):

DEADLINE for a town council in a town which elects all of its town officials in the 2004 general election or elects some town council members to "staggered terms" to determine which incumbent "at large" town council members will serve an additional four year term as "holdover" members under Article 15, Section 3 of the Constitution of the State of Indiana when fewer "at large" members were elected in November 2004 than the number of at large town council seats to be filled. (IC 3-13-9-5.6) (Transferred from Friday, December 31, 2004)

First day for a town council in a town with a population of 3,500 or more, to adopt an ordinance to provide for the election of all town officials to one year terms in the 2007 municipal election so that all future town officials will be elected in the general election conducted in 2008 and every four years after that date, if the town is otherwise permitted to do so under state law. (IC 3-10-6-2.6)

First day that lever voting machines used in the 2004 general election may be unlocked, unless requested by the Indiana election division. (IC 3-11-12-35) (Transferred from Sunday, January 1, 2005)

A person may a civil action alleging a violation of NVRA if: (1) the violation is not corrected within 30 days after the co-directors of the Indiana election division receive notice of the violation; and (3) the violation occurs not later than this date (120 days before the primary election). (IC 3-7-11-14)

First day Indiana election division may discard duplicate copies of federal campaign finance reports filed in 2002. (SEA 136, IC 3-9-4-6, IC 3-9-5-13)

Monday, January 10, 2005

CFA DEADLINE for the Indiana general assembly to reconvene for the 2005 regular session. Beginning of the "prohibited period" during which an individual who holds a state legislative office or is a candidate for state legislative office, the incumbent or candidate's candidate committee, or a legislative caucus may not solicit or accept campaign contributions or conduct other fundraising activities. (IC 2-2.1-1-2(d); 3-9-2-12)

First day of term for the individuals elected governor and lieutenant governor in 2004. (Article 5, Section 9, Constitution of the State of Indiana)

First day of term for the individual elected attorney general in 2004. (IC 4-6-1-2)

First day of term for the individual elected superintendent of public instruction in 2004. (IC 20-1-11.5-2)

DEADLINE for the Indiana election division to deliver a certified statement to the speaker of the Indiana house of representatives setting forth the votes cast at the 2004 general election for each ticket of candidates for governor and lieutenant governor. (Transferred from Sunday, January 9, 2004; IC 3-12-5-5)

DEADLINE for Indiana house of representatives and Indiana senate to meet in joint convention to hear the canvass of votes cast for governor and lieutenant governor. The joint convention must act to resolve any tie vote or election contest for these offices. After resolving any tie or contest, the presiding officer of the joint convention certifies to the convention the individuals elected as governor and lieutenant governor. (IC 3-12-5-5)

JANUARY

Tuesday, January 11, 2005

DEADLINE for the department of correction to provide the co-directors of the Indiana election division with a list of each Indiana resident who has been convicted of a crime and had been placed in a DOC facility during the previous month. (IC 3-7-46-4)

Monday, January 17, 2005 **MARTIN LUTHER KING DAY** **Indiana Election Division closed**

Tuesday, January 18, 2005

First day a county election board or the Lake and Tippecanoe County boards of elections and registration must furnish absentee ballot applications to all political party central committees in the county. (IC 3-11-4-4) (Transferred from Sunday, January 15, 2005)

Wednesday, January 19, 2005

CFA DEADLINE, by noon, prevailing local time, for all candidate committees, all legislative caucus committees, and all political action committees to file the **2004 annual campaign finance report** with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. A committee may be required to file with **both** the Indiana election division and a county election board. This deadline applies whether the report was hand delivered, sent by U.S. mail, or otherwise delivered to the division or board. (IC 3-9-5-3; 3-9-5-10) **STATE FORM: CFA-4**

First day an individual may file a declaration of candidacy with a county election board or the Lake and Tippecanoe County boards of elections and registration for nomination to a town office in a town with a population of more than 3,500, or a town with a population of 3,500 or less that has adopted an ordinance establishing a primary in the town, by a major political party at a 2005 municipal primary election. This declaration must be filed in the office of the county election board located in the county seat. (IC 3-8-2-4; 3-8-2-6) **STATE FORM: CAN-42**

Friday, January 28, 2005

DEADLINE, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to review its campaign finance records to determine if a committee is subject to the administrative dissolution procedure. (IC 3-9-1-12)

Monday, January 31, 2005

DEADLINE, by noon, for each county voter registration office to file with the Indiana election division a report including a statement of the number of voters in each precinct in the county, as of December 31, 2004, any revisions to the county's NVRA implementation plan, and other data prescribed by the division. (IC 3-7-12-28)

DEADLINE, for the Indiana election division to file a report with the federal Election Assistance Commission setting forth the combined number of absentee ballots transmitted to military and overseas voters for the November 2, 2004 general election, and the combined number of those ballots returned by military and overseas voters and cast in the election. (SEA 268; IC 3-6-4.2-12)

JANUARY

Monday, January 31, 2005 (continued):

DEADLINE for an individual elected to the office of county commissioner, county council member, county assessor, town council member, town clerk-treasurer, or town court judge in the 2004 general election to take and file the individual's oath of office. (IC 5-4-1-1.2)

DEADLINE for state and local health officers to file a quarterly list of deceased residents with each county voter registration office. (IC 3-7-45-2)

DEADLINE for each county sheriff to provide the county voter registration office with a list of each Indiana resident who has been convicted of a crime and had been placed in a county correctional facility during the previous quarter. (IC 3-7-46-6)

County voter registration office prepares a list of disfranchised voters. (IC 3-7-46-8)

NOTE: Only selected dates after January 2005 are included in this edition of the calendar.

FEBRUARY 2005

Tuesday, February 1, 2004

DEADLINE for the Indiana election division to submit a report to the federal Election Assistance Commission setting forth the number of absentee ballots: 1) transmitted to absent uniformed services voters and overseas voters for the election; and 2) returned by absent uniformed services voters and overseas voters and cast in the election. (SEA 268, IC 3-6-4.2-2.5, IC 3-6-4.2-12)

Wednesday, February 2, 2005

DEADLINE for a county voter registration office to provide list of disfranchised voters from previous month, upon request, to county chairmen and to provide notice to disfranchised voters. (IC 3-7-28-13; 3-7-46-9)

Friday, February 18, 2005

DEADLINE by noon, prevailing local time, for an individual to file a declaration of candidacy with a county election board or the Lake and Tippecanoe County boards of elections and registration for nomination to a town having a primary election on May 3, 2005. This declaration must be filed in the office of the county election board located in the county seat. (IC 3-8-2-4; 3-8-2-6)
STATE FORM: CAN-42

MARCH 2005

Tuesday, March 1, 2005

CFA DEADLINE, by noon, prevailing local time, for all **regular party committees** to file the **2004 annual campaign finance report** with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. This deadline applies whether the report was hand delivered, sent by U.S. mail, or otherwise delivered to the division or board. (IC 3-9-5-10) **STATE FORM: CFA-4**

Monday, March 7, 2005

STATE CHARTER ELECTION: TOWN OF VERNON

General election for Mayor, Town Councilmen, Town Marshal, and Town Clerk-Treasurer in the Town of Vernon, Jennings County under the authority of special state charter issued under 1816 Indiana Constitution. Polls open at 11 a.m. and close at 4 p.m. (Local Acts 1851, c. 1, s. 3 and 5, as amended by Acts 1885, c. 42, s. 1, and Acts 1895, c. 59, s. 1)

TOWN PRIMARY ELECTION DAY- MAY 3, 2005

Held only in towns which elect some town council members in 2005 to “staggered terms” and have adopted an ordinance to conduct a town primary.

TOWN ELECTION DAY- NOVEMBER 8, 2005

Held only in towns which elect some town council members in 2005 to staggered terms.