



SECRETARY OF THE STATE  
30 TRINITY STREET  
HARTFORD, CT 06106

April 10, 2014

TO ALL TOWN CLERKS:

Re: Two (2) Form Notices in Connection with the Selection of Candidates for  
"Municipal Offices" to be filled at the November 4, 2014 State Election

NOTICES

We are enclosing two forms of notice in connection with the nomination of major party candidates for "municipal office" under the state primary law.

These forms are being provided to you in connection with the nominations for the municipal offices of State Representative in an assembly district composed of a single town or part of a single town; Judge of Probate in a probate district composed of a single town; Registrar of Voters; and other town offices, for those few towns which elect some town officials at a state election under special act. (The enclosed notices are not used for senatorial and assembly districts which cross town lines; for example, they are not used for a district composed of parts of two towns.)

1. The first form enclosed is Form ED-619b, entitled "Party Endorsed Candidates for Municipal Offices", which the Town Clerk is required to publish under Conn. Gen. Stat. §9-395. The Secretary of the State is required to prescribe the form of such notice and the enclosed is our prescribed form.

The law requires the Town Clerk to publish this notice not later than the seventy-seventh (77<sup>th</sup>) day preceding the day of the primary (May 27<sup>th</sup>). Under Conn. Gen. Stat. §9-391, subsection (a), party endorsements for all municipal offices must be made between May 20th and May 27th of this year. Such endorsements for the municipal offices of Registrar of Voters, Judge of Probate in a single-town probate district, and any town or city offices elected by special act, must be certified to the town clerk no later than 4:00 p.m. on the 14<sup>th</sup> day after the close of the town committee meeting, caucus or convention which made the endorsement. However, endorsements for the **municipal office of State Representative** will now be certified to the *Office of the Secretary of the State* not later than 4:00 p.m. on the 14<sup>th</sup> day after the close of the town committee meeting, caucus or convention which made the endorsement. Therefore, the deadline for a party's certification of its endorsement of a state representative from a single-town district will be between June 3rd and June 10th, depending on which day the endorsement was made during the period between May 20th and May 27th. Our office will notify each municipal clerk of any party endorsements filed for the office of single town state representative as soon as possible after such notices have been filed with our office.

Certification of endorsements for the municipal office of State Representative will be on a form prepared by this office and provided to the state central committees of the two major parties. The certification of endorsements for the other municipal offices should be on a form provided by our office (but may not be). The certification will be signed by the endorsed candidate and it will indicate how their name will appear on the ballot. Finally, the certification must, be certified by both the chairman or presiding officer and the secretary of the endorsing body.

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2. A Notice for "Failure to Receive Certification of Party-Endorsed Candidates for Municipal Offices" is no longer required to be published by state statute.

In order to reduce the likelihood of inadvertent failure-to-endorse, you may wish to remind the party officials in your town of (a) the certification deadlines outlined above, and (b) the fact that all municipal endorsements must be made between May 20th and May 27th, inclusive - i.e., if an endorsement for a particular office is not made at that time, this does not produce a "vacancy" which may be filled by a later endorsement under party rules. (The only vacancies in endorsement, which may be so filled, are those resulting from withdrawal or death of a candidate originally endorsed at the proper time.) Moreover, the failure to file a timely certification nullifies an otherwise timely endorsement.

You may also wish to remind the town chairmen that if caucus is the endorsing authority for municipal office, Conn. Gen. Stat. §9-390 requires the town chairman or his designee to give newspaper notice of the date, time, location and purpose of the caucus at least five days prior to the caucus, unless party rules require earlier notice.

3. The second form enclosed is Form ED-619e, entitled "Notice of Primary". The Town Clerk must publish this notice under Conn. Gen. Stat. §9-435 when a primary for municipal office is to be held. Although we are not required to prescribe this form, we have prepared this suggested form for your convenience. This form also incorporates the notice that the Registrar of voters must give to you under the same statute; therefore, a copy of this notice is being included with the information copies of this letter being sent to all Registrars of voters.

If you have any questions, please call us at (860) 509-6100.

Sincerely,

DENISE MERRILL  
Secretary of the State

By: \_\_\_\_\_  
Theodore E. Bromley  
Staff Attorney

Enclosures: ED-619b, ED-619e

Informational copies to:

Registrars of Voters

Republican and Democratic State Central Committees

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**LEGAL NOTICE OF RECEIPT OF CERTIFICATION OF  
PARTY-ENDORSED CANDIDATES FOR MUNICIPAL OFFICES**

(Prescribed by the Secretary of the State and required  
to be published by Municipal Clerk under  
Conn. Gen. Stat. §9-395)

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LEGAL NOTICE

A certified list of \_\_\_\_\_ party-endorsed candidates for the \_\_\_\_\_ }  
(party) City } of  
Town }  
Borough }

\_\_\_\_\_ for election as \_\_\_\_\_<sup>1</sup>  
(designated offices)

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will be on file in my office at \_\_\_\_\_, Connecticut, and  
(address)

copies thereof will be available for public distribution not later than the fourteenth day following  
the close of the town committee meeting, caucus or convention which made the endorsement.

A Primary will be held August 12, 2014 if the required primary petition(s) for opposition  
candidate(s) is filed, pursuant to Sections 9-382 to 9-450 of the Connecticut General Statutes, not  
later than 4:00 p.m. on June 10, 2014. Petition forms, instructions and information concerning  
the procedure for filing of opposing candidacies, including schedules, may be obtained from:

\_\_\_\_\_, \_\_\_\_\_ Registrar of Voters,  
(name of registrar) (party)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
Municipal Clerk of

\_\_\_\_\_  
(municipality)

<sup>1</sup>Where elected from political subdivision, specify political subdivision throughout.

NOTICE OF PRIMARY (Municipal Offices)  
(Suggested by Secretary of the State; Municipal Clerk must forthwith  
publish a Notice of Primary, record the same and send one copy to  
the Secretary of the State pursuant to Conn. Gen. Stat. §9-435)

NOTICE OF PRIMARY OF \_\_\_\_\_ PARTY

"To \_\_\_\_\_, the \_\_\_\_\_  
(name) City<sup>1</sup> Town<sup>1</sup> Borough<sup>1</sup> Clerk of \_\_\_\_\_:

Notice is hereby given that a Primary of the \_\_\_\_\_ Party will be held in the  
City<sup>1</sup> Town<sup>1</sup> of \_\_\_\_\_, on August 12, 2014, for nomination to the following  
Borough<sup>1</sup>

Municipal Offices to be filled at the \_\_\_\_\_  
City<sup>1</sup> Town<sup>1</sup> Borough<sup>1</sup> State<sup>1</sup> Election to be held on November 4, 2014:

OFFICE (including district<sup>1</sup>) TERM

Notice is also hereby given that the following are the party-endorsed candidates of the  
\_\_\_\_\_ Party for nomination to said Municipal Offices, together with the street addresses of  
said candidates:

NAME ADDRESS OFFICE (including district<sup>1</sup>) TERM

Notice is also hereby given that the following enrolled members of the \_\_\_\_\_  
Party have filed petition(s) in conformity with Sec. 9-406 of the General Statutes, as candidates for  
nomination to said Municipal Offices:

NAME ADDRESS OFFICE (including district<sup>1</sup>) TERM

Dated at \_\_\_\_\_, Connecticut, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Registrar of Voters of the \_\_\_\_\_ Party."

The foregoing is a copy of the notice which I received from \_\_\_\_\_,  
Registrar of Voters of the \_\_\_\_\_ Party, in accordance with Sec. 9-435 of the General  
Statutes. As provided in said notice, a Primary of the \_\_\_\_\_ Party for nomination of  
candidates to the offices therein specified will be held on August 12, 2014; the hours of voting at said  
Primary will be from 6:00 a.m. to 8:00 p.m., and the location of the polls will be as follows:

VOTING DISTRICT LOCATION OF POLLING PLACE

Absentee Ballots will be counted at the following central location: \_\_\_\_\_.<sup>2</sup>

Dated at \_\_\_\_\_, Connecticut, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Municipal Clerk \_\_\_\_\_

City<sup>1</sup>  
Town<sup>1</sup> of \_\_\_\_\_  
Borough<sup>1</sup>

<sup>1</sup>Strike out term or terms which do not apply, and/or specify name or number of district or political  
subdivision, if applicable.

<sup>2</sup>Include only when central counting has been designated under Conn. Gen. Stat. §9-147a.