



# MADISON COUNTY BOARD OF ELECTIONS

1423 S.R. 38 SE ~ London, Ohio 43140  
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Deborah Cochran, Chairperson ~ Timothy Ward, Director ~ Mark Erbaugh, Deputy Director ~ Charles Kitchen ~ Howard Foust ~ Stephen Saltsman

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## FILING POLICY

Concerning the Mode, Manner and Method  
Of Submitting Documents for Filing to the Board of Elections

**Section One.** Unless otherwise permitted by the Ohio Revised Code, any filing required to be made to the Madison County Ohio Board of Elections shall be made *only* by physical delivery of the original paper documents, with proper original signatures, to the office of the Madison County Ohio Board of Elections. Physical delivery shall *only* include submission of documents to the Board Office in person, by mail, or by delivery service. No other form of filing or delivery shall be accepted, including, but not limited to, email or facsimile transmission.

**Section Two.** The filing deadlines as to the day and time of day set forth in the Ohio Revised Code shall be strictly enforced. Any documents, whether filed by in-person delivery, mail delivery, or delivery service, must be received at the Board Office on or before the day and exact time set forth in the Ohio Revised Code in order to have been properly filed with the Madison County Ohio Board of Elections.

**Section Three.** If a fee is required to be paid for filing a document, the full filing fee must be paid at the time the document is submitted for filing with the Madison County Ohio Board of Elections.

**Section Four.** This policy is effective on the 17<sup>th</sup> day of August, 2015.