

## ELECTION OFFICER PETITION INSTRUCTIONS

1. This petition may only be used to fill vacancies occurring in the elected offices of Judge of Election, Majority Inspector and Minority Inspector. These appointments will be effective for the remainder of the current poll worker term ending in December 2025.
2. The petitioner must be a registered voter within the voting precinct of which he/she is submitting the petition. The appointee may also act as the petitioner.
3. Appointees must be registered members of the voting precinct where the vacancy exists and enrolled members of the political party upon whose ticket the vacancy is said to be filled.
4. The attached petition must be typewritten or legibly and neatly printed.
5. Please fill out all blank spaces designated by the instructional notations listed below each line. Return pages two through seven to the Voter Services office for approval. Incomplete petitions will not be accepted.
6. After the forms have been authorized by Voter Services, you must file them in the office of the Clerk of Courts located in the Chester County Justice Center, 201 W. Market Street, West Chester, PA 19380.
7. The hearing for poll worker petitions is scheduled to take place on [redacted] 2022, in Courtroom at [redacted] a.m./p.m. Arguments, if any, will be presented at this time.
8. There are two posting notices included with this packet; one is to be placed at the polling location, the other within the immediate vicinity thereof. Both notices must be posted at least five (5) days *prior to* the scheduled [redacted] hearing.

Please contact the Chester County Department of Voter Services if you have any questions regarding this petition – 610-344-6410. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.

IN THE COURT OF COMMON PLEAS OF CHESTER COUNTY,  
PENNSYLVANIA

In re: *Election Officer Vacancy* : Docket No.  
*Existing on the Local Election* :  
*Board in* :  
\_\_\_\_\_ :  
*(Local Election District)* :

PETITION OF \_\_\_\_\_ SEEKING COURT APPOINTMENT  
*(Petitioner name)*  
OF ELECTION OFFICER(S) IN

\_\_\_\_\_  
*(Name of Local Election District)*

TO THE HONORABLE, THE JUDGES OF SAID COURT:

The Petition of \_\_\_\_\_, of \_\_\_\_\_ in  
*(Name of Petitioner)* *(Name of Local Election District)*  
Chester County, Pennsylvania, respectfully represents:

1. Your Petitioner resides at \_\_\_\_\_  
*(Complete Registered Address)*  
and is a duly qualified elector in \_\_\_\_\_.  
*(Name of Local Election District)*
2. That under the provisions of the Pennsylvania Election Code, the Act of June 3, 1937, as amended (25 P.S. §2671), all elections shall be conducted in each election district by a local election board consisting of a Judge of Election, a Majority Inspector of Elections, a Minority Inspector of Elections, a clerk and at least one machine operator.
3. That the positions listed on Exhibit "A" reflect the current vacancies existing on the \_\_\_\_\_ Election Board for the \_\_\_\_\_ Party.  
*(Local Election District)* *(Political Party)*
4. Such vacancies in election boards may be filled by appointment by the Court in the proper county if they occur more than five days before the election, pursuant to 25 P.S. § 2675.
5. That in accordance with Exhibit "A" is/are the name(s) and address(es) of the suggested person(s) to fill said vacancy(ies) existing in the election district referred to within.

6. The said appointee(s) is/are 18 years of age or older, a registered elector(s) in the aforementioned election district, enrolled member(s) of the same political party upon whose ticket the said vacancy will be filled, and shall not now hold or within two months of the election have held office, appointment or employment in or under the government of the United States or the state of Pennsylvania or any city, county or poor district or of any municipal board, commission or trust in any city, pursuant to 25 P.S. § 2672.
7. Your duly qualified petitioner recommends that the individual(s) named within Exhibit "A" be appointed to fill the existing vacancy(ies) to assist in the conduct of elections.
8. That such appointments will be effective for all Primary, General and Special Elections occurring through and including the 2022 Election Year.

WHEREFORE, your Petitioner prays your Honorable Court for an Order appointing the named individuals as set forth in Exhibit "A" to serve on the \_\_\_\_\_  
Election Board. *(Local Election District)*

Respectfully Submitted:

\_\_\_\_\_

Petitioner Signature

**VERIFICATION**

I do hereby verify that the facts set forth in the foregoing document are true and correct to the best of my knowledge, information and belief.

I understand that any false statements herein are made subject to the penalties of 18 Pa. C.S.A. § 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Petitioner Signature

Dated: \_\_\_\_\_

EXHIBIT "A"

Election District: \_\_\_\_\_

1. Vacant Position: \_\_\_\_\_ Political Party of Vacancy: \_\_\_\_\_

Appointee Name: \_\_\_\_\_

Registered Address: \_\_\_\_\_

City, State, Zipcode: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

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2. Vacant Position: \_\_\_\_\_ Political Party of Vacancy: \_\_\_\_\_

Appointee Name: \_\_\_\_\_

Registered Address: \_\_\_\_\_

City, State, Zipcode: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Voter Services Time Stamp

IN THE COURT OF COMMON PLEAS OF CHESTER COUNTY,  
PENNSYLVANIA

In re: *Election Officer Vacancy* : Docket No.  
*Existing on the Local Election* :  
*Board in* :  
\_\_\_\_\_ :  
*(Local Election District)* :

ORDER OF THE COURT

AND NOW, on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, upon consideration of the foregoing  
Petition, and any response thereto, and after appropriate posting of notice of the scheduled  
hearing was posted at the relevant polling location, and in the immediate vicinity thereof, at least  
five days prior to this hearing, it is hereby ORDERED and DECREED that the named individuals  
on the attached Exhibit “A” are appointed to serve as election officers as indicated on Exhibit  
“A”. These appointments will be effective for all Primary, General and Special Elections  
occurring through and including the 20\_\_ Election Year.

BY THE COURT

\_\_\_\_\_  
J.

IN THE COURT OF COMMON PLEAS OF CHESTER COUNTY,  
PENNSYLVANIA

In re: *Election Officer Vacancy* : Docket No.  
*Existing on the Local Election* :  
*Board in* :  
\_\_\_\_\_ :  
(*Local Election District*) :

**NOTICE OF SCHEDULING**

The Court of Common Pleas will make appointments of local election officers after review of the attached Petition for the Appointment of Election Officers for the local election boards on the

day of \_\_\_\_\_, 2022 in Courtroom \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. All qualified

electors are welcome at such time to voice objections or support thereof.

CC: Voter Services

# POSTING NOTICE

Notice is hereby given that \_\_\_\_\_ is seeking appointment to the vacant office of \_\_\_\_\_ in the \_\_\_\_\_ election district of the township/borough of \_\_\_\_\_.

A petition will be presented to the **Honorable** \_\_\_\_\_ of the Court of Common Pleas, County of Chester and Commonwealth of Pennsylvania, on \_\_\_\_\_, 2022 at \_\_\_\_\_ a.m./p.m. in **Courtroom** \_\_\_\_\_ for the appointment of a qualified elector to fill said vacancy. This notice must be posted five days prior to the scheduled hearing. The said appointee shall not now hold or within two months have held office, appointment or employment in or under the government of the United States or the Commonwealth of Pennsylvania or any city, county or poor district or of any municipal board, commission or trust in any city. Notice is hereby given that the said Court will be asked to make such appointment, under Section 405 of the Pennsylvania Election Code, as amended. (25 P.S. § 2675)

\_\_\_\_\_  
Petitioner Signature

Posted this \_\_\_\_\_ day of \_\_\_\_\_, 2022



# POSTING NOTICE

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\_\_\_\_\_  
Petitioner Signature

Posted this \_\_\_\_\_ day of \_\_\_\_\_, 2022