

[TO BE PRINTED ON WHITE PAPER - ATTACH TO EACH PETITION/REMONSTRANCE COUNTERPARTS]

INSTRUCTIONS RELATIVE TO CIRCULATION OF PETITION FOR AND REMONSTRANCE AGAINST

[Insert Project Description]

1. The person who circulates a petition or remonstrance form for the purpose of obtaining signatures must be an owner of real estate located in or a registered voter in the _____ [Insert Name of Taxing Unit] _____ County, Indiana.
2. The person who circulates each petition or remonstrance form must sign the verifying affidavit at the end of that form and must sign a petition or remonstrance form, whichever is applicable. The best practice is for that person to sign the petition or remonstrance form on the first line. **IT IS ESSENTIAL THAT THE VERIFYING AFFIDAVIT BE COMPLETED AND SIGNED AFTER SIGNATURES HAVE BEEN OBTAINED, BEFORE A NOTARY PUBLIC AND THAT THE NOTARY PUBLIC BLOCK ALSO BE COMPLETED BEFORE THE PETITION OR REMONSTRANCE FORM IS FILED WITH THE _____ [Insert Name of County] _____ COUNTY VOTER REGISTRATION OFFICE.**
3. One person can pick up multiple petitions or remonstrances from the voter registration office. However, each counterpart may be circulated by only one person and therefore cannot be passed around from one person to another for circulation.
4. The signatures on each petition and remonstrance form must be made in the presence of the person who circulates the form and signs the verifying affidavit.
5. Qualified signers are owners of real estate located in and registered voters in _____ [Insert Name of Taxing Unit] _____, _____ County, Indiana, as shown by the voter registration records or the real property tax records in the County. Persons purchasing real estate on contract, heirs in estates in which the real estate has not been distributed, and other persons whose ownership is not of record in the Auditor's office are not qualified to sign as property owners. To qualify to sign as a registered voter, the individual must be registered to vote within the political subdivision by the date that is 30 days after publication of notice of the applicability of the petition and remonstrance process.
6. One person cannot sign for another. A husband and wife owning real estate jointly are each qualified signers, and it is not necessary for each to sign in order for the other to constitute a valid signer; however, each must sign separately if the signatures are to be counted as two separate signatures. In such cases, the wife should not sign as "Mrs. Joe Jones," but should sign her own name, thus "Mary Jones."
7. All names should be written and printed neatly, and as they appear on the voter registration or tax records in the County as nearly as possible.
8. Each signature must be dated the date it is applied to the petition or remonstrance.
9. Additional signatures or signature pages may not be added to the petition and remonstrance forms issued by the voter registration office.
10. After a carrier has finished circulating a counterpart and before submitting it to the county voter registration office, the carrier must swear or affirm before a notary public that the carrier witnessed each signature and is executing the verifying affidavit.

11. The completed petition or remonstrance forms including the verifying affidavit must be submitted to the voter registration office.

12. No petition or remonstrance form will be accepted by the voter registration office after _____ p.m. on _____.

13. If a petition and remonstrance process is commenced under IC 6-1.1-20-3.2 during the sixty (60) day period commencing with the notice under IC 6-1.1-20-3.2(1), the political subdivision seeking to issue bonds or enter into a lease for the proposed controlled project may not promote a position on the petition or remonstrance by doing any of the following:

1. Allowing facilities or equipment, including mail and messaging systems, owned by the political subdivision to be used for public relations purposes to promote a position on the petition or remonstrance, unless equal access to the facilities or equipment is given to persons with a position opposite to that of the political subdivision.

2. Making an expenditure of money from a fund controlled by the political subdivision to promote a position on the petition or remonstrance (except as necessary to explain the project to the public) or to pay for the gathering of signatures on a petition or remonstrance. This does not prohibit a political subdivision from making an expenditure of money to an attorney, an architect, a construction manager, or a financial adviser for professional services provided with respect to a controlled project.

3. Using an employee to promote a position on the petition or remonstrance during the employee's normal working hours or paid overtime.

4. In the case of a school corporation, promoting a position on a petition or remonstrance by:

- (A) using students to transport written materials to their residences; or
- (B) including a statement within another communication sent to the students' residences.

However, this does not prohibit an employee of the political subdivision from carrying out duties with respect to a petition or remonstrance that are part of the normal and regular conduct of the employee's office or agency.

5. A person may not solicit or collect signatures for a petition or remonstrance on property owned or controlled by the political subdivision.