

# Office of the County Clerk Elections Division



## Notice of Ballot Title – Publication Instructions

Dear District Official,

To complete a Notice of Ballot Title for a measure that is being referred by a district or governing body and begin the process of adding your measure to an upcoming ballot, please follow the instructions below.

Please review the [filing deadline](#) prior to submitting any forms.

Please note, if your district is requesting a ballot tile, please refer to **Request for Ballot Title – Preparation Instructions**.

Ready? Let's get started...

### **STEP 1 – Notice of Ballot Title Legal Advertisement Publication**

NOTICE OF RECEIPT OF BALLOT TITLE
Notice is hereby given that a ballot title for a measure has been filed with the Lane County Clerk on FILING DATE for inclusion in the ELECTION DATE Election.
The ballot title caption is: <b>Please input the caption for your measure precisely as it appears below</b>
An elector may file a petition for review of the ballot title in the Lane County Circuit Court no later than 5:00 p.m., 7 BUSINESS DAYS FOLLOWING FILING DATE.
NOTICE OF DISTRICT MEASURE ELECTION
Notice is hereby given on FILING DATE that a measure election will be held in DISTRICT NAME located in Lane County, Oregon, on ELECTION DATE. The following shall be the ballot title of the measure to be submitted to the district's voters:
<b>Caption:</b> <b>Please input the Caption for your measure precisely as it will appear on your measure filing. The text of both documents must be identical including punctuation and formatting</b>
<b>Question:</b> <b>Please input the Question for your measure precisely as it will appear on your measure filing. The text of both documents must be identical including punctuation and formatting</b>
<b>Summary:</b> <b>Please input the Summary for your measure precisely as it will appear on your measure filing. The text of both documents must be identical including punctuation and formatting</b>

The first step is to complete a [Notice of Ballot Title Legal Advertisement TEMPLATE](#) (pictured). This is the document we will provide to the publication of your choice (more on that in **STEP 2**). The sections of the form you are responsible for are highlighted in **YELLOW**. Lane County Elections staff will complete the remaining selections once your form is submitted.

You will find many great resources in the [State of Oregon Elections County, City, District Referral Manual](#) as well as the Guide for Local Measure Elections on page 89 of the [State of Oregon Elections Vote By Mail Manual](#). The final **Caption**, **Question** and **Summary** text must be composed and formatted *exactly* as you intend it to appear on your measure filing (See **STEP 3** for more information).

### **STEP 2 – Submit Forms to Lane County Elections**

In this step, you will submit the form you completed in **STEP 1** to Lane County Elections for processing. We recommend using our handy [Local Measure Filing web portal](#), but you may fax, mail, email or drop your form off to our office. If you would prefer not to use the web portal, please see the **OPTIONAL STEP** below for more information. Just know that however you choose to submit your filing forms, we will require an electronic copy of your Notice of Ballot Title Legal Advertisement.

#### COUNTY CLERK / ELECTIONS

275 W 10<sup>th</sup> Ave / Eugene OR 97401-3008 / (541) 682-4234 / Fax (541) 682-2303  
9 a.m. to noon and 1 to 4 p.m. Monday-Friday / 7 a.m. to 8 p.m. on Election Day  
Website: [lanecounty.org/elections](http://lanecounty.org/elections) / Email: [elections@lanecountyor.gov](mailto:elections@lanecountyor.gov)

### STEP 3 – Review & Complete

Once you have submitted Notice of Ballot Title Legal Advertisement, Lane County Elections staff will review your documents for completeness. While our staff will check to ensure your filing is compliant with the laws of the State of Oregon, it is strongly advised that you consult an attorney regarding any legal matters.

From the date your filing is officially received, the 7-business-day challenge period begins. We will file a notice of receipt of ballot title in the next available edition of a newspaper of general circulation in your district.

At the conclusion of the 7-business-day period, provided there were no legal challenges filed, you will be eligible to file your Notice of Measure Election and be issued a measure number by the [filing deadline](#).

It is imperative that the text of the **Caption, Question** and **Summary** on your Notice of Ballot Title Legal Advertisement match the text you intend to file on your Notice of Measure Election exactly. This includes formatting and spelling. Any discrepancy between the two may result in filing delays.

### OPTIONAL STEP – SEL 805

If you intend to file your Notice of Ballot Title using a method other than the [Local Measure Filing web portal](#), please complete an [SEL 805](#).

You need only complete the “Filing Information” and “This Filing is For” sections. In the “Ballot Title” section just write See Attached.

#### Resource Library:

- [Lane County Elections Website](#)
- [Local Measure Filing web portal](#)
- [State of Oregon Elections Website](#)
- [SEL 805 Form \(Optional\)](#)
- [Notice of Ballot Title Legal Advertisement TEMPLATE](#)
- [State of Oregon County, City, District Referral Manual](#)
- [State of Oregon Election Vote By Mail Manual](#)
- [Local Elections Calendar](#)