PRE-FILING NOTICE

Due to the COVID-19 pandemic, Northfield Village Hall is currently closed to the public. As such, the Village of Northfield will be open for the purpose of accepting candidate petitions or certificates for the April 6, 2021 Consolidated Election for the offices of Village President and Village Trustees from Monday, December 14, 2020 through Monday, December 21,2020 in the following ways:

- 1. From 8:00 am to 9:00 am on Monday, December 14, 2020 the Village Clerk, or her designee, will be in person at Village Hall to accept candidate petition or certificates submitted in person. As the doors will be locked to the public, she will be sitting in the lobby to let candidates in to file in person. Candidates will receive a receipt of filing.
- 2. From 4:00 pm to 5:00 pm on Monday, December 21, 2020 the Village Clerk, or her designee, will be in person at Village Hall to accept candidate petition or certificates in person. As the doors will be locked to the public, she will be sitting in the lobby to let candidates in to file in person. Candidates will receive a receipt of filing.
- 3. There will be a dropbox for petitions made available for candidates to drop off candidate petition or certification. This dropbox will be located outside by the front door of the Village Hall. This dropbox will be checked at the end of every business day and considered filed at the date and time the Clerk checks the dropbox (i.e. if a candidate places their submission form in the dropbox on Monday December 14, 2020 at 11:30 pm, but the clerk does not check the dropbox until Tuesday, December 15, 2020 at 4:30 pm, the petition will be treated as received at Tuesday, December 15, 2020 at 4:30 p.m.) A receipt will be mailed or emailed to the candidate.
- 4. If a candidate wishes to submit their petition or certificates in person outside of the in person hours listed in #1 or #2, candidates may schedule appointments with the Clerk to submit candidate petition or certificates in person between 8:00 a.m. and 4:30 p.m. beginning Monday December 14, 2020 through Monday, December 21, 2020 by emailing the Clerk at ssigman@northfieldil.org to set up a time. Candidates will receive a receipt of filing.

Signature of Local Election Official