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**JEANETTE ALLEN**  
CLERK OF THE COUNTY COMMISSION  
WASHINGTON COUNTY

(573) 438-6111  
Ext. \*7704  
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**DATE:** January 18, 2018  
**TO:** All 2018 County Office Candidates  
**FROM:** Jeanette Allen, County Clerk  
**RE:** Ballot Order Procedure

**MEMORANDUM**

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The following procedures will be followed by the County Clerk's Office in order to determine the ballot order for the 2018 Primary Election. The front door of the Washington County Courthouse will be opened at 6:00 a.m. on February 27, 2018, by County Clerk Jeanette Allen or a representative from the County Clerk's office. Any candidate wishing to begin holding his/her place in line prior to that date and time may do so according to the following procedures:

1. Upon beginning to hold his/her place in line during normal business hours (8:00 a.m. – 5:00 p.m.) on February 26, 2018, the candidate must report to the County Clerk's Office and sign in. The County Clerk will not recognize candidates prior to 8:00 a.m. on Monday, February 26, 2018.
2. Once the candidate has signed in at the County Clerk's Office, the candidate may designate another person to remain in the Courthouse to hold his/her place in line; however, that person must sign in and state who they are sitting for. The candidate or his/her representative must remain in the Courthouse lobby at all times (excluding bathroom breaks) to retain his/her place in line.
3. At 5:00 p.m. on Monday, February 26, 2018, the County Clerk or her representative will ask the candidates or their representatives to exit the Courthouse and his/her place in line will be preserved until 6:00 a.m. the following morning, at which time the front door of the Courthouse will be opened by the County Clerk or her representative. The candidate or candidate's representative must be present when the Courthouse door is opened or the candidate will forfeit his/her place in line.
4. Any candidate reporting to the front door of the Courthouse during the hours of 5:00 p.m. to 6:00 a.m. will sign in with the County Clerk or her representative upon the front door of the courthouse being opened at 6:00 a.m. Note: Candidates will be on the honor system regarding who was first, second, etc. Any candidate signing in for the first time at 6:00 a.m. on February 27, 2018, will be placed behind all candidates who were present at the close of business on February 26, 2018.
5. At 8:00 a.m. on February 27, 2018, all candidates who are present will be called into the County Clerk's office in the order that they signed in.

• Washington County Commission meets every Monday •