

# Office of the County Clerk Elections Division



## **Request for Ballot Title - Preparation Instructions**

Dear District Official,

If you would like to file the text of the referral and request the elections official begin the drafting process, please follow the instructions below.

Please review the [filing deadline](#) prior to submitting your documentation.

Please note, if your district has already drafted the ballot title, and it is ready to be published, please refer to **Notice of Ballot Title Instructions – Referral**.

Ready? Let's get started...

### **STEP 1 – Request for Ballot Title form**

The first step is to complete a request for ballot title form. The easiest way to accomplish this is to use 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.

### **STEP 2 – Review & Complete**

Once you have submitted your Request for Ballot Title, 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 prior to submitting your Request for Ballot Title form.

Upon receipt of your request, we will facilitate the composing of a Caption, a Question, and a Summary for the referred measure and publishing a notice of receipt of ballot title.

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### **OPTIONAL STEP – SEL 805**

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

Your SEL 805 must be complete and submitted by the [filing deadline](#).

#### **Resource Library:**

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