FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

Procedure to follow in the filing of <u>EMERGENCY APPLICATIONS FOR ABSENTEE BALLOT</u> For General Election: November 6, 2012

As required by Act 137 of 2006 (see 25 P.S. §3146.2a), Electors who become physically disabled or ill, or due to business reasons are absent from Philadelphia after 5:00 PM Friday, November 2, 2012 and until 8:00 PM on Election Day - November 6, 2012 may request an Absentee Ballot if the Elector or the Elector's Authorized Representative completes and files with the Court of Common Pleas "an Emergency Application" (or a letter or other signed document which includes the same information as is provided in the Emergency Application) as follows:

- 1) Only the Elector or his/her Authorized Representative can file the Emergency Application and attend the hearing scheduled on the Application.
- 2) No Emergency Applications can be filed with the Court during non-court hours.
- 3) Monday, November 5, 2012. The elector or the elector's Authorized Representative may file an Emergency Application for Absentee Ballot from 9:00 AM to 5:00 PM in Room 280, City Hall. No fee shall be paid. The Prothonotary shall assign a Court Term and Number and return the Application and Order to the filer who will bring it to Room 296 City Hall. Civil Administration shall: schedule a hearing, give a copy of the Application and Scheduling Order to the Elector/Representative and fax a copy of the Application and Scheduling Order to the Election Voter Registration Clerk (Fax: 686-3398; Phone 686-3943). The Election Voter Registration Clerk will determine whether the elector is otherwise qualified to vote, and if so, will print and deliver the Absentee Ballot to the scheduled hearing location on or before the date and time of the hearing.

After the hearing, the judge will issue the Final Order. If the Application is granted, the judge will give the Elector or Authorized Representative the absentee ballot. Election Staff personnel will be available to answer any questions.

4) <u>Tuesday</u>, <u>November 6</u>, <u>2012</u>. The elector or the elector's Authorized Representative may file an <u>Emergency Application for Absentee Ballot</u> in Central Election Court from 9:00 AM to 8:00 PM in <u>Room 285</u>, <u>City Hall</u>. No fee shall be paid. The Prothonotary shall assign a Court Term and Number, schedule a hearing, give a copy of the Application and Scheduling Order to the Election/Representative and fax a copy of the Application and Scheduling Order to the Election Voter Registration Clerk (Fax: 686-3398; Phone 686-3943). The Election Voter Registration Clerk will determine whether the elector is otherwise qualified to vote, and if so, will print and deliver the Absentee Ballot to the scheduled hearing location on or before the date and time of the hearing.

After the hearing, the judge will issue the Final Order. If the Application is granted, the judge will give the Elector or Authorized Representative the absentee ballot. Election Staff personnel will be available to answer any questions.

5) The required forms are available from: **the County Board of Elections**, Room 142 City Hall; **the Prothonotary**, Room 280 City Hall; **the First Judicial District's Civil Administration**, Room 296 City Hall, and the Court's website: http://courts.phila.gov/forms.html.

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY

Emergency Application for Absentee Ballot of		NOVEMBER TERM, 2012
	:	
Elector	:	No.
SCHEDULING O	RDER	
A Hearing on the <i>Emergency Application for Abs</i>	sentee Ba	<i>llot</i> is scheduled for November
, 2012, at AM/PM in Courtroom	285 City	Hall, Phila., PA.
	FOR	R THE COURT:
Date:		
FINAL O R D	ER	
AND NOW, this day of Emergency Application for Absentee Ballot filed by IS HEREBY ORDERED, ADJUDGED and DECREE	the above	2012, upon consideration of the Elector, and hearing thereon, IT
☐ The Application is denied.		
☐ The Court is satisfied that the above named	elector is	otherwise qualified to vote, and
that the elector became physically disabled or 5:00 PM on November 2, 2012, and an Absent		· · · · · · · · · · · · · · · · · · ·
☐ The Elector		
☐ The Elector's authorized representat	rive:	
who must comply with, sign and file th	e attached	Certification of Authorized
Representative.	ie attaciica	Configuration of Manifestation
	BY	THE COURT:
		_
		J.

EMERGENCY APPLICATION FOR ABSENTEE BALLOT

(For Emergencies That Occur After 5:00 P.M. on the Friday Before the Primary or Election)

	I, declare that I am a voter declare that I am a voter			
RE	of County, Pennsylvania, and that I am a qualified and registered elector			
HE	at my home address which is			
UT	(POST OFFICE AND/OR ZIP CODE)			
TT 0	in the Ward, District, of the that I have resided in this voting			
${f S}$	district since and that I am entitled to vote therein this primary or election.			
ALL VOTERS FILL OUT HERE	My occupation is My date of birth is (If employee of the Commonwealth or Federal Government qualified to vote without street address, check here. □) MAIL BALLOT TO ME AT THE FOLLOWING ADDRESS, IF APPLICABLE:			
Ì				
	ABSENCE FROM THE MUNICIPALITY			
ON, S HERE	I expect to be absent from the municipality of my residence on the day of the election/primary because of duties, occupation or business, which fact was not and could not be known to me on or before 5:00 P.M. on the Friday prior to the election.			
DUTIES, OCCUPATION, BUSINESS COMPLETE HERE	(DATE OF SIGNING) (SIGNATURE OF VOTER)			
	Sworn and subscribed before me this day of 20			
D CC BC MP				
0				
	(STATE TITLE OF OFFICE, NOTARY PUBLIC, ETC. AFFIX SEAL)			
ΑΓ	ILLNESS OR PHYSICAL DISABILITY I expect to be unable to attend my proper polling place on the day of the election/primary because of illness or physical disability. The nature of which appears below:			
SIC.	(INSERT DISABILITY OR ILLNESS HERE)			
PHYSICAI LITY E HERE	(DATE OF SIGNING) (SIGNATURE OF VOTER)			
ILLNESS OR PI DISABILI COMPLETE	I hereby attest that the physical disability or illness of above elector occurred at a time when he was unable to apply for an absentee ballot, on or before 5:00 P.M. on the Friday prior to the election.			
ESS DIS MP	(SIGNATURE OF PHYSICIAN)			
CO	Sworn and subscribed before me this day of 20			
	(STATE TITLE OF OFFICE, NOTARY PUBLIC, ETC. AFFIX SEAL)			
	The following to be completed if applicant is unable to sign because of illness or physical disability. I hereby state that I am unable to sign my application for an absentee ballot without assistance because I am unable to write by reason of my illness or physical disability. I have made, or have received assistance in making my mark in lieu of my signature.			
	(DATE) (MARK)			
	(COMPLETE ADDRESS IF WITNESS) (SIGNATURE OF WITNESS)			
	NOTE: Electors requiring assistance in voting must procure Special Form from the county Board of Elections to transmit with this application.			
WARNING	L G – IF YOU ARE ABLE TO VOTE IN PERSON ON ELECTION DAY, YOU MUST GO TO YOUR POLLING			

WARNING – IF YOU ARE ABLE TO VOTE IN PERSON ON ELECTION DAY, YOU MUST GO TO YOUR POLLING PLACE, VOID YOUR ABSENTEE BALLOT AND VOTE THERE.