

**DELIVERY OF NOMINATION PAPERS
AND ELECTION DOCUMENTS
[DURING COVID-19 – SOCIAL DISTANCING]**

To Candidates Filing Nomination Papers for Certification:

Lawrence City Hall is closed to the public and all “non-essential” personnel. Although Election Staff have been designated “essential” in the Commonwealth of Massachusetts, “social distancing” regulations remain in place and apply to all available staff in order to reduce any possibility of direct/indirect contact by Lawrence Election Staff with anyone who may be required to deliver nomination papers for certification by the Lawrence Board of Registrars and other election documents. Election Personnel are required to maintain social distancing for their safety and the safety of the public and are not permitted to engage in any activity that will require contact with anyone within a distance of 6 feet. For safety reasons, it is requested that the following methods of “delivery” and “return” of nomination papers and other election document be used during this time:

1. United State Postal Service: At your discretion, please mail any and all nomination documents for certification or other election documents to the Lawrence Election Division [address below]. PLEASE PROVIDE MARKINGS ON THE OUTSIDE ENVELOPE THAT IDENTIFY THE DOCUMENTS [IE: “NOMINATION DOCUMENTS” OR “PETITION”] so they may be easily located when they arrive by mail. Include a self-addressed stamped envelope with sufficient return postage to assure the documents may be returned to you by mail [NB: Lawrence Election Staff may not have return postage available to return documents at any given time]. All documents received will be marked by Election Staff/City Clerk with a date of receipt and will be returned with a receipt marking the date of return by mail. NB: Mail to Lawrence City Hall is not being received daily and receipt of documents by mail may be delayed for this reason]. Return postage may also be unavailable and every effort will be made to return documents by mail or otherwise if possible while continuing to maintain social distancing];

Please be sure to provide your name, address, telephone number and email address [and any other contact information] to allow Election Staff the ability to contact you if necessary.

The Lawrence Election Division/Board of Registrars will review the signatures and return the documents provided with a return receipt identifying the documents received [by date] and their return [by date] with the initials of an election official affixed.

2. Drop Box Delivery:

There will be a “drop box” available for use solely for “election documents”. The drop box is located on the Pemberton Way near Lawrence City Hall [the Handicapped Doorway entrance closest to City Hall Parking Lot on Common Street]. The “drop box” will only be place at this location during regular business hours [8:30-5:00 p.m.] each business day until. The “drop box” will be placed and removed from this location each business day at the beginning hour and ending hour of each day. The “drop box” will not be available for use on weekends, holidays or at any hour before or after placement.

It is strongly suggested that the candidate or candidate worker contact someone in the election staff by using the phone numbers listed below or by email to let us know you will be dropping office nomination documents in the “drop box”. It will help to provide the expected time you may be placing documents in the “drop box” in order to limit the time period the documents may remain in the “drop box”.

Please be sure to provide your name, address, telephone number and email address [and any other contact information] to allow Election Staff the ability to contact you if necessary.

Please provide instruction on how you wish to have the documents returned [ie: mail – please be sure to include a self-addressed stamped envelope with sufficient return postage to assure the documents may be returned to you by mail [NB: Lawrence Election Staff may not have return postage available to return documents at any given time].

In Person Return: IN PERSON RETURN OF NOMINATION PAPERS OR ELECTION DOCUMENTS IS NOT THE PREFERED METHOD OF RETURN BECAUSE IT COULD RESULT IN INADVERTANT CONTACT – BUT MAY BE NECESSARY DUE TO TIME REQUIREMENTS THAT WILL DIMINISH AS FILING DEADLINES APPROACH.

If you “in person” return is necessary – (1) contact the City Election Staff [using the contacts below] and request “in person” return of certified nomination papers or election documents. (2) Election Staff will assist with “in person” return which will be accommodated if possible. Election Staff will only return documents that have completed any necessary processing. (3) Provide the City Election Staff with the date and time you will appear at Lawrence City Hall and call the election staff by phone when you arrive at Lawrence City Hall to

arrange “pick up” of the documents. Please be sure to call when you arrive at Lawrence City Hall, park or stand outside the Pemberton Way [parking lot] entrance maintaining 6 feet distance from the entrance. The election worker will bring the documents to the doorway and leave them at the doorway or tape them to the door and watch you pick up the documents in his/her presence.

All receipts and information concerning certification or the returned documents will be contained in the return envelope.

DO NOT CALL IN ADVANCE OF BEING PRESENT – ELECTION STAFF WILL NOT WAIT FOR YOUR ARRIVAL AT CITY HALL.

Lawrence Election Staff contact information:

Assistant Clerk Richard Reyes
Phone: 978-620-3294
Email: rreyes@cityoflawrence.com

Accounting Clerk Daniel Tavor
Phone: 978-620-3291
Email: dtavor@cityoflawrence.com

Accounting Clerk Ruben Perez
Phone: 978-620-3293
Email: rperez@cityoflawrence.com

NB: Election Staff are on a rotating schedule and may not be available on any given day. It will help to try contacting any or all three City Election Staff until you have contacted an election officer.

If you have any questions or concerns regarding this matter, please contact me directly at:

Email: wmaloney@cityoflawrence.com
Phone: 978-620-3231

Election Mailing Address:

City of Lawrence
Attn: Elections – Room 4
200 Common Street
Lawrence, MA 01840