

**VACANCY KIT**  
**25 P.S. § 2675**  
**Appointment of a New Judge of Elections**

**CONTENTS :**

- One (1) Petition
- Seven (7) Notice Cards to be posted
- One (1) Affidavit of posting form
- One (1) Candidate's Affidavit

**INSTRUCTIONS**

- Petition must be **signed by ten (10) registered voters of the same Precinct/Ward of the office.** The **Circulator of the Petition must reside and be a registered voter in the corresponding district/ward and precinct.** The Circulator of the Petition signs the Petition where indicated in the presence of a Notary Public who must complete the Notary statement.
- The Judge of Elections appointed to fill the vacancy **must be of the political party having the majority of votes** in said district at the last preceding November election. To determine the majority party, review the Official Precinct results for the immediate prior November election and find the candidate in the precinct/ward who has the highest vote. The identified party of the candidate with the highest vote in that precinct determines the party that may fill the vacant Judge of Election office.
- Five (5) of the Notice cards must be POSTED (on poles, buildings, etc.) in the Precinct/Ward and one (1) Notice card must be posted at the polling place. The Seventh Notice Card is to be returned to the Bureau of Elections with the Petition.

**The six (6) notice cards must be posted at least six (6) days before the Court date. Refer to the attached listing of Court dates.**

- The person who hangs the posting must sign the Affidavit of Posting in the presence of a Notary Public who must complete the Notary statement.
- One (1) week before the Court Date, the following must be completed and returned to the Bureau of Elections:
  1. The notarized affidavit of posting indicating that the notices were posted
  2. One (1) of the Notice Cards that has been posted within your Precinct/Ward and at the Polling Place
  3. Completed Candidate's Affidavit
  4. Completed Petition
  5. If there was a resignation it must also be returned

**AFFIDAVIT OF POSTING**

I, \_\_\_\_\_, being duly sworn according to law depose and say that I posted the required Notice Cards, a copy of which is attached, at the polling place in the

\_\_\_\_\_ of \_\_\_\_\_  
*Precinct and or Ward City, Twp, or Borough*

and at five places in the vicinity thereof on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Signature)

Sworn and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

**IN THE COURT OF COMMON PLEAS  
DELAWARE COUNTY, PENNSYLVANIA**

IN RE: Primary Election to be held on  
May 20, 2025 in Delaware  
County, Pennsylvania:

No: MD: 3-2025

**PETITION FOR THE APPOINTMENT TO FILL AN ELECTION BOARD VACANCY**

To the Honorable Judges of Said Court:

The petition of the undersigned qualified electors of the

\_\_\_\_\_ of \_\_\_\_\_  
(Precinct and/or Ward) (City, Borough or Township)

respectfully represents that a vacancy exists in the office of **JUDGE OF ELECTION** of the aforesaid district for the reasons set forth in the attached letter/statement.

We therefore petition your Honorable Court to appoint \_\_\_\_\_

(Name and Address)

a qualified elector of said election district and who is a member of the political party having the majority of votes cast in said district at the last preceding November Election.

<b>Print then Sign Name</b>	<b>Registered Address</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

\_\_\_\_\_ being duly affirmed according to law does affirm and say that the facts set forth in the foregoing petition are true and correct.

\_\_\_\_\_  
Signature of Circulator

Sworn and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

**DELAWARE COUNTY BUREAU OF ELECTIONS  
CANDIDATE'S AFFIDAVIT**

COMMONWEALTH OF PENNSYLVANIA  
COUNTY OF DELAWARE

**PART A – CANDIDATE'S AFFIDAVIT** - I do swear (or affirm) that my residence, my election district and the name of the office for which I desire to be a candidate are as specified below, that I am eligible for said office, and that I will not knowingly violate any election law or any law regulating and limiting nomination and election expenses, and prohibiting corrupt practices in connection therewith; that I am aware of the provisions of Section 1626 of the Pennsylvania Election Code requiring pre-election and post-election reporting of campaign contributions and expenditures; that unless I am a candidate for Judge of a Court of Common Pleas, the Philadelphia Municipal Court or the Traffic Court of Philadelphia, or the Office of School Board in a district where that office is elective or the Office of Magisterial District Judge, that my name has not been presented as a candidate for the same office of any political party or political body other than the one designated herein; that I am not a candidate for an office which I already hold, the term of which is not set to expire in the same year as the office subject to this affidavit.

I swear (or affirm) to the above parts as required by the laws applicable to the office I seek:

\_\_\_\_\_  
Office/District

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Printed Name of Candidate

\_\_\_\_\_  
Street Address/Post Office/Zip Code

\_\_\_\_\_  
City, Borough, Township, County

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

Sworn to (or affirmed) and subscribed before me this

\_\_\_\_\_  
(Signature of Person Administering Oath)

(SEAL)

My Commission Expires \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**NOTICE OF ELECTION BOARD VACANCY**

**NOTICE is hereby given that a vacancy exists in the office of Judge of Elections in the \_\_\_\_\_ of \_\_\_\_\_  
*Ward and or Precinct*                      *City, Township or Borough***  
**and that a petition will be presented in the Delaware County Court of Common Pleas Courtroom TBA on the \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ o'clock A.M./P.M. to consider the appointment of \_\_\_\_\_ to fill said vacancy.**

\_\_\_\_\_  
*(Signature of Petitioner)*

DOUMENT VERSION 08/16/2011

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\_\_\_\_\_  
*(Signature of Petitioner)*

DOUMENT VERSION 08/16/2011