



CERTIFICATE OF SELECTION FOR APPOINTMENT PRO TEMPORE TO A LOCAL OFFICE

(CEB-22)

State Form 48231 (R8 / 8-23)
Indiana Election Division (IC 3-13-11-11(c))

INSTRUCTIONS: The circuit court clerk shall deliver this certificate to the individual declared selected to fill a vacancy in a local office within twenty-four (24) hours 1) after a certificate of selection is filed by a county chairman or the chair of a caucus or 2) a certificate documenting the selection is filed by a political subdivision when the individual who last held the office was not elected or selected as a candidate of a major political party or 3) a certificate documenting the selection is filed by a political subdivision when the major political party did not complete the process of filing the vacant office by the applicable deadline.

**CERTIFICATE OF SELECTION
FOR APPOINTMENT PRO TEMPORE
TO A LOCAL OFFICE**

STATE OF INDIANA

COUNTY OF _____

WHEREAS, Indiana Code 3-13-11 required that the local office of _____ last held by a person elected or selected as a candidate of a major political party be filled by a political party caucus or, if fewer than two eligible precinct committeepersons, appointment by a county chairman;

WHEREAS, the county chairman or chair of the caucus filed the (*check one*) CEB-3 **OR** CEB-4 form in my office as required under IC 3-13-11-11 to certify the appointment to fill the vacancy in that office;

WHEREAS, Indiana Code 3-13-7, 3-13-8, 3-13-9, and 3-13-10 required that the said local office last held by a person who was not elected or selected as a candidate of a major political party be filled by the body of the political subdivision required by law to fill the office vacancy and the political subdivision has certified to the circuit court clerk that a selection has been made; or

WHEREAS, Indiana Code 3-13-9 and 3-13-10 the major political party of the person who vacated said local office did not fill the office vacancy within the period of time provided under law for the party to fill the local office vacancy, the body of the political subdivision permitted to fill the vacancy selected a person qualified to assume the office, and the political subdivision has certified to the circuit court clerk that a selection has been made;

NOW, THEREFORE, AS THE SECRETARY OF THE COUNTY ELECTION BOARD AND THE DULY ACTING CIRCUIT COURT CLERK OF THIS COUNTY, I CERTIFY THAT THE RECORDS OF MY OFFICE SHOW THAT

(Name of Officeholder)

was selected for an appointment pro tempore to fill the vacant office of _____ for the remainder of the term expiring _____, 20____, and continuing until a successor is elected and qualified.

WITNESS, MY HAND AND OFFICIAL SEAL, THIS THE _____ DAY OF _____, 20_____.

Circuit Court Clerk

INSTRUCTIONS: An individual selected to fill an office commissioner by the Governor under IC 4-3-1-5 (judge, prosecuting attorney, circuit court clerk, county auditor, county recorder, county treasurer, county sheriff, county coroner or county surveyor) should provide a copy of the certificate to the Governor's office and request that a commission be issued. Other local officials are not commissioned by the Governor. They should take and file the following oath. This oath of office may be given by any individual authorized to administer an oath under Indiana Code 33-42-4-1 or IC 33-42-9. These individuals include a notary public, a judge of a court (*within the court's jurisdiction*), a mayor, clerk or clerk-treasurer of a city or town (*within the city or town*), a circuit court clerk or county auditor (*within the county*), and a State Senator or State Representative (*anywhere within Indiana*). **A signed copy of this oath must be filed with the circuit court clerk of the county that contains the greatest percentage of population of the office no later than thirty (30) days after the beginning of their term of office. (IC 5-4-1-1.2) The individual selected to fill the office must file a CAN-12 Statement of Economic Interests form with the circuit court clerk no later than noon sixty (60) days after assuming office.**

OATH OF OFFICE

STATE OF INDIANA

COUNTY OF _____

I, the undersigned, do solemnly swear (*or affirm*) that I will support the Constitution of the United States and the Constitution of the State of Indiana, and that I will faithfully, impartially, and diligently discharge the duties of the office of _____, according to law and to the best of my ability.

Signature

Printed Name

SUBSCRIBED AND SWORN TO BEFORE ME, THIS THE _____ DAY OF _____, 20_____.

Signature

Printed Name

Title

If the person administering the oath is a notary public, add the county of residence and date of expiration of commission:

COUNTY OF RESIDENCE: _____

DATE COMMISSION EXPIRES: _____ / _____ / _____