



STATE OF MAINE
COMMISSION ON GOVERNMENTAL ETHICS
AND ELECTION PRACTICES
135 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0135

To: MCEA Candidates and Treasurers
From: Maine Ethics Commission Staff
Date: March 17, 2020
Re: Office Closed to the Public

Beginning Wednesday, March 18, 2020, the staff of the Maine Ethics Commission will not be available for in-person meetings and visitors will not be able to enter the office. As we have previously notified MCEA candidates, requests for certifications should be mailed to the Commission. The memo describing the new procedure for submitting your request for certification, along with mailing instructions, is available on the Commission's website: www.maine.gov/ethics.

If you do come to the Commission's office, you may leave your MCEA certification submission in the drop box outside the office door. There are drop-off instructions near the drop box as well as envelopes to insert your certification submission. If you use your own envelope, please be sure to seal the envelope and write your name and district number on the outside of the envelope. You may also use the drop box for candidate registrations, vendor and direct deposit forms, and any other documents you need to give to the staff. The staff will periodically check the drop box throughout the day but, again, the staff will not meet with candidates individually. The drop box will not be available after 5:00 p.m. or on weekends.

Please be aware that the deadline for requesting MCEA certification and submitting certification materials is **April 21, 2020 at 5:00 p.m.** The deadline has not been extended and the staff does not anticipate that it will be.

The response to the coronavirus (COVID-19) is rapidly evolving. If there are any other changes to our procedures, we will notify you as soon as possible. We encourage you to check the citizen alert system link on www.maine.gov for updates on office closures before coming to the Commission's office.

If you need to contact the staff, please call the main line at (207) 287-4179 or email us at ethics@maine.gov or contact your Candidate Registrar:

Emma Burke (207) 287-4727 emma.burke@maine.gov House Districts 1 – 76 Senate Districts 18 – 35	Erin Gordon (207) 287-3651 erin.gordon@maine.gov House Districts 77 – 151 Senate Districts 1 – 17
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OFFICE LOCATED AT: 45 Memorial Circle, Augusta, Maine
WEBSITE: WWW.MAINE.GOV/ETHICS

PHONE: (207) 287-4179

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