

You can make submissions to the U.S. Department of Justice online at the following website: http://wd.usdoj.gov/crt/voting/sec_5/evs/ or you can submit a hard copy using the format listed below.

Language in red type indicates instructions or areas where specific information should be inserted.

(USE DISTRICT LETTERHEAD)

(Date)

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Chief, Voting Section
Civil Rights Division
Room 7254 – NWB
United States Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20006

Re: Submission under Section 5 of the Voting Rights Act, Boundary Changes, **(insert name of district)**, Yavapai County, Arizona

If your submission is for an election coming up in under 60 days and the change you are submitting will affect who the voters will be, at this point in the letter insert “EXPEDITED CONSIDERATION REQUESTED”

Dear Sir or Madam:

Pursuant to 28 C.F.R. § 51.34, **(insert expedited only if necessary)** consideration of this submission is requested. Expedited consideration is requested because of a regular district election for board members and the need to include voters in areas annexed to the district in that election.

The following submission is made pursuant to Section 5 of the Voting Rights Act of 1965, as amended. For your convenience, the information is set forth as prescribed by 28 C.F.R. § 51.27 as follows:

Be sure to assign exhibit letters to each attachment included with the letter. For example, the Order of Establishment would be Exhibit A and so on.

A. COPY OF ENACTMENT

A copy of the Order of Establishment of **(insert name of district)** as approved by the Yavapai County Board of Supervisors, dated **(insert date of establishment)**, and containing the legal description of the district upon establishment is attached

as Exhibit A. Also attached are **(insert name of district)** Orders of Annexation, each of which contains a legal description, as Exhibit B **(or Exhibits B through whatever letters are needed depending upon the number of annexations)**.

B. COPY OF EXISTING STATUTE

A copy of Arizona Revised Statutes **(insert appropriate statute depending upon type of district and Exhibit letter)**. This statute authorizes a **(list type of district)** district to annex properties adjacent to the district's existing boundaries upon receiving a request for annexation from the property owner**(s)**.

C. EXPLANATION OF CHANGES

The change resulting from the above-referenced annexation**(s)** is an increase in the boundaries of the **(insert name of district)**. The district is located entirely within the **(insert name of voting precinct)** voting precinct**(s)**.

D. PERSON MAKING THE SUBMISSION

List name, title and address of person making submission. Be sure to include a telephone number, fax number and email address.

E. SUBMITTING AUTHORITY

Insert name of district.

F. PARTY RESPONSIBLE FOR CHANGE

The submitting authority is **(insert name of district)** and the jurisdiction responsible for the change is **(insert name of district)**.

G. AUTHORITY FOR MAKING CHANGE

(Insert type of district) districts are authorized by Arizona Revised Statutes **(insert statutory reference)** to increase their boundaries through annexation actions.

H. DATE OF ADOPTION

The attached Orders of Annexation were approved by the district board on **(insert date of approval)**.

I. EFFECTIVE DATE

Boundary changes to **(insert type of district)** districts in Arizona are effective 30 days following approval of the boundary change by the district board.

J. ENFORCEMENT OF CHANGE

Not applicable.

K. SCOPE OF CHANGE

This change affects only **(insert the name of district)**.

L. REASONS FOR THE CHANGE

Insert brief description of the reason for the change.

M. ANTICIPATED EFFECT ON MEMBERS OF RACIAL OR LANGUAGE MINORITY GROUPS

The boundary changes will have no discriminatory effect. The district currently provides **(insert type of services provided)** to citizens residing within the boundaries of the district, without regard to race or language and will provide service to any properties that are annexed into the district.

Ideally, you should include in this section the name and phone number of a minority contact person within the district who is aware of the change.

N. PAST OR PENDING LITIGATION

Insert information regarding past or pending litigation, or a statement to the effect that there is no past or pending litigation.

O. PRECLEARANCE OF PRIOR PRACTICE

Prior practice for the **(insert name of district)** is not subject to the preclearance requirement as the district has not previously submitted boundary changes. **(or, if boundary changes have been previously submitted, list the dates on which they were submitted to USDOJ)**

If you have any questions regarding this submission or if you require any additional information, please contact me at **(insert phone number)** as soon as possible.

Sincerely,

(Name and title of person making the submission)

Enclosures:

Exhibit A - Order of Establishment of **(insert name of district)**

Exhibit B - Annexation Order

Exhibit C - Map of District

Exhibit D – Copy of Statute

Exhibit E - Census Information