

CHECK LIST WHEN FILING FOR COUNTY OFFICE

_____ Check voter registration and party affiliation card(s) and run copy.

_____ Filing for County Commissioner, check district.

_____ Complete Candidate's Declaration of Intention –
Type or Print Clearly

Make sure the candidate checks information prior to signing

_____ Candidates must either pay the filing fee or have a completed petition to turn in. **The candidate files when he/she turns in the petition.** (See check list on filing by Petition.)

_____ Filing by fee, you must collect the filing fee and a \$50.00 report fee. You can write one receipt.

_____ **Filing by petition**, collect the \$50.00 report fee and write one receipt.

_____ Every candidate must file an **Appointment of Treasurer Form.** (If candidate is filing by petition, this form should be on file.) Encourage this to be completed at the time of filing. If not, it must be filed no later than 10 days after filing or announcing candidacy.

_____ Every candidate must file a **Statement of Substantial Interest Form** with County Election Officer no later than 10 days after the filing deadline.

_____ **Affidavit of Exemption Form:** most generally these are mailed directly to the candidate from Governmental Ethics Office.

GIVE THE FILINGS TO Helen

The Candidate's Declaration of Intention and Appointment of Treasurer form must be sent to Governmental Ethics Commission.