

# 2020 Candidate Information

## County Offices - Filing Requirements

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### 2020 Election Dates:

**Primary:** August 4, 2020

**General:** November 3, 2020

### Filing Deadline :

Noon, Monday, June 1, 2020 for Partisan Filings [KSA 25-205]

Noon, Monday, August 3, 2020 for Independent Nominations [KSA 25-305(b)]

**Filing Location :** All Candidates must pay report fees, appoint treasurers and file periodic campaign finance reports [KSA 25-208]  
Candidates file at the Douglas County Clerk's Office, 1100 Massachusetts, Lawrence, KS 66044

### Filing by Fee: (see attached)

The filing fee is based on 1% of the salary of the office the candidate is seeking. [KSA 25-206]

An additional state report fee of \$50 is required.

### Filing by Petition: (see attached)

Democratic and Republican primary candidates must have valid signature of 3% of the party's registration from the county or district. A state report fee of \$50.00 is required. [KSA 25-205(e)(3)]

Independent candidates must have 4% of the total registered voters in their jurisdiction. A state report fee of \$35.00 is required. [KSA 25-303(C)]

### Documents to be Filed:

#### ***Declaration of Intention (Filing Form)***

- Form is provided by and is filed with the Election Office.
- Election Office sends a copy of the declaration to the Governmental Ethics Commission (GEC) for the purpose of campaign finance reporting.

#### ***Nomination Petition (used if filing by petition)***

- Form is provided by and is filed with the Election Office.

#### ***Statement of Substantial Interests for Local Office***

- Completed form is due no later than ten (10) days after the filing deadline.
- Form is filed with the Election Office.

#### ***Appointment of Treasurer Form***

- Form is provided by and is filed with Election Office.
- Candidates have ten (10) days after filing to file the Appointment of Treasurer Form.
- Election Office forwards a copy of the completed form to the GEC.
- Candidates may not take in or spend any campaign funds until the Appointment of Treasurer Form is filed.

#### ***Affidavit of Exemption from Filing Receipts and Expenditures Reports***

- Form is provided by the Governmental Ethics Commission and is mailed directly to County candidates.
- Completed form is due nine (9) days prior to the primary election.
- Completed form is filed with the Election Office.
- Election Office forwards a copy of the completed form to the GEC.
- If a candidate anticipates receiving and spending less than \$1000.00 in the Primary Election and anticipates receiving and spending less than an additional \$1000.00 in the General Election, he/she can file an Affidavit of Exemption. This affidavit waives the need for a candidate to file campaign Receipts and Expenditures Reports.
- A County Office candidate must appoint a treasurer and file an Appointment of Treasurer Form even if an Affidavit of Exemption is filed.

#### ***Receipts and Expenditures Report***

- Form is provided by the GEC and is mailed directly to a candidate's treasurer.
- Completed reporting form is filed with the Election Office.
- Election Office forwards a copy of the report to the GEC.
- During an election cycle, three (3) Receipts and Expenditures Reports are required for County candidates:  
(1) a pre-primary election report; (2) a pre-general election report; and (3) an early January wrap-up report