

Candidate Checklist – March 5, 2024 Presidential Primary

Keep for your records

Listed below is a description of the various mandatory and optional forms to be filed for candidates running for seats in the March 5, 2024 Election. It is the obligation of the candidate, incumbents and challengers, to ensure that filing requirements and deadlines have been met. The County Election Officials urges all candidates to file the required documents as early as possible to avoid a last-minute rush, confusion or misunderstanding. Additionally, the Elections Officials recommends that the candidate file all documents personally.

Document	Applies to	Filing Period	Filed
Candidate Checklist	All Candidates – Incumbents and challengers		
Candidate Intention Statement – Form 501	File Form 501 before you solicit or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered.	Prior to soliciting	
Candidate Public Information Worksheet	All Candidates – Incumbents and challengers.	Sept 14 – Nov 8 (E-173 to E-118)	
Petition In-Lieu of Filing Fee	Forms may be obtained from the County Election Official during this period. Petition forms may be obtained to secure signatures in-lieu of all or a portion of the filing fee. Signatures submitted on the in-lieu petitions may also be applied to the signature requirements for offices on the nomination petition.	Sept 14 – Nov 8 (E-173 to E-118)	
Declaration of Candidacy and Nomination Papers – Central Committee Candidates	Between these dates a candidate may obtain and file a Declaration of Candidacy with the Registrar of Voters. The ballot designation worksheet must be filed at the same time as the Declaration of Candidacy.	Sept 29- Dec 8 (E-158 to E-88)	
Declaration of Intent of Judicial Candidates	Every candidate for a judicial office shall file with the County Elections Official a written and signed declaration of his or her intention to become a candidate for Superior Court Judge and designate the seat number they are seeking. <u>Nonrefundable filing fees</u> must be paid at the time the declaration of intent is filed.	Oct 30 – Nov 8 (E-127 to E-118)	
Extension of Declaration of Intention - Judicial	If the incumbent for a judicial office does not file a Declaration of Intention to succeed to the same office by the end of the Declaration of Intent Filing Period, qualified persons other than the incumbent may file a Declaration of Intention for that office during this extension period. <u>Nonrefundable filing fees</u> must be paid at the time the Declaration of Intent is filed.	Nov 9 – Nov 13 (E-117 to E-113)	

Short Form 470	Officeholders and candidates who: <ul style="list-style-type: none"> Do not have a controlled committee; Do not anticipate receiving contributions totaling \$2,000 or more during the calendar year; And do not anticipate spending \$2,000 or more during the calendar year. 	Sept 14 – Nov 8 (E-173 to E-118)	
Form 470 Supplement	Office holder or candidate when: <ul style="list-style-type: none"> For an election year and later receives contributions totaling \$2,000 or more or makes expenditures totaling \$2,000 or more during the same calendar year. 	Due within 48 hours	
Declaration of Candidacy and Nomination Papers	Between these dates a candidate may obtain and file a Declaration of Candidacy with the Registrar of Voters. The ballot designation worksheet must be filed at the same time as the Declaration of Candidacy.	Nov 13 – Dec 8 (E-113 to E-88)	
Candidate Statement	If office sought requires nomination papers, candidate statement is due at the time of filing nomination paperwork. Candidate Statements are confidential until the deadline for filing has passed.	Nov 13 – Dec 8 (e-113 to E-88)	
Statement of Economic Interest – Form 700	A Statement of Economic Interest must be filed for all candidates with the Registrar of Voters by the close of the nomination period.	Nov 13 – Dec 8 (E-113 to E-88)	
Code of fair Campaign Practices	Candidates are issued the Code of Fair Campaign Practices at the same time nomination papers are issued. Filing is voluntary and may be filed any time prior to the election; and, is available for public inspection until 30 days after the election.	Nov 13 – Dec 8 (E-113 to E-88)	
Last Day to File Declaration of Candidacy or Withdraw Candidacy	Last day for candidates to file their Declaration of Candidacy and Candidate Statements with the Registrar of Voters no later than 5pm (unless there is an extension of the nomination period). Last day to withdraw candidacy unless there is an extension	Dec 8 (E-88)	
Last Day to Withdraw Candidate Statement	Last day to withdraw candidate statement (next working day after close of nomination) unless there is an extension of the nomination period. Withdrawal of candidate statement must be in writing.	Dec 9 (E-87)	
Extension of Nomination Period	If the incumbent does not file by 5pm on the last day of the nomination period (December 11, 2023), any eligible person, other than the incumbent, shall have until 5pm on December 13, 2023 to file a Declaration of Candidacy. The nomination extension does not apply where there is no incumbent to be elected. If this section is applicable, a	Dec 9 – Dec 13 (E-87 to E-83)	

	candidate may withdraw his or her Declaration of Candidacy up until 5pm on December 13, 2023		
Last Day to Withdraw Candidate Statement (Extension)	In the event there is an extension of the nomination period, candidates may have until 5pm on December 14, 2023 to withdraw their candidate statement. Withdrawal must be in writing	Dec 14 (E-82)	
Public Exam for Extension	During this 10-day period the Registrar of voters will make candidates' statements available for public examination.	Dec 14 to Dec 23 (E-14 – E-73)	
Nomination Period for Write-In Candidates	Nomination papers for write-in candidacy will be available beginning January 8, 2024 and must be filed with the Registrar of Voters no later than 5pm on February 20, 2024.	Jan 8 – Feb 20 E-57 to E-14)	

Controlled Committee Filing Schedule

First Pre-Election Campaign Disclosure Statement	Form 460 - Filing period for 1 st pre-election campaign statement covers transactions January 1, 2024 through January 20, 2024. Statements must be sent by personal delivery or first class mail.	Jan 25, 2024	
Within 24 Hours (Election Cycle Reports)	Form 497 <ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with another candidate or measure being voted on the March 5, 2024 ballot. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal deliver, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available. 		
Second Pre-Election Campaign Disclosure Statement	Form 460 - Filing period for 2 nd pre-election campaign statement covers transaction January 21, 2024 through February 17, 2024. Statements must be sent by personal delivery or guaranteed overnight delivery.	Feb 22, 2024	
Semi-Annual Campaign Disclosure Statement	Form 460 - Filing period for semi-annual Form 460 covers transactions from February 18, 2024 through June 30, 2024. All committees must file Form 460 unless the committee filed termination Forms 410 and 460 Before June 30, 2024	July 31, 2024	

NOTE: This fact sheet is informational only and contains only highlights of selected provisions for the law. It does not carry the weight of the law. For further information, consult the Political Reform Act and its corresponding regulations, advice letters, and opinions. www.fppc.ca.gov 1-866-275-3772