



CANDIDATE PAPERWORK 101: Non-Federal Candidates

Form CTA (JCTA) – Appointment of a Campaign Treasurer

<http://www.ethics.state.tx.us/main/forms.htm>

- Must be filed before spending any money on campaign, including personal funds
- Where to file
 - Statewide, Legislature, State Board of Education, all multi-county district offices file with Texas Ethics Commission
 - Courts of Appeals file with Texas Ethics Commission
 - District courts file with Texas Ethics Commission
 - County offices file with county filing authority
 - Statutory county/statutory probate courts file with county filing authority
- Fill-in PDF available online, but file on paper; original signatures needed
- (JCTA) Requires a decision to abide (or not) by voluntary spending limits

Three other forms to file with CTA (JCTA)

<http://www.ethics.state.tx.us/main/forms.htm>

- Form CFCP – Code of Fair Campaign Practices (not required, but encouraged)
- Form PASS – Request for Electronic Filing Password (TEC filers)
- Form TRAN – Statement of Electronic Transfer Method (TEC filers)
 - States method of filing electronic reports (Internet, disk, web filer online)

Application for a Place on the Democratic Party General Primary Ballot

- Application period: November 28, 2011 – December 19, 2011
 - Must be received by 6 p.m. (not postmarked)
 - **Filing will be re-opened after the courts finalize the maps on a date that is still to be determined and will end February 1.*
- Applications available
 - From state and county parties
 - Online at www.txdemocrats.org/candidateResources/Candidate-filing-form.pdf
- Petition forms and instructions available online at <http://www.sos.state.tx.us/elections/forms/>
- Filing fees <http://www.sos.state.tx.us/elections/candidates/guide/demorrep.shtml>
- Where to file
 - State party if office filled by voters of more than one county
 - County party if office filled by voters of only one county

PFS – Personal Financial Statement

http://www.ethics.state.tx.us/filinginfo/pfsforms_ins.html

- Candidates for 2012 election must file PFS covering calendar year 2011
- Due January 23, 2012 – no extensions
- Fill-in PDF available online, but must be filed on paper; original signatures needed