CONTRA COSTA COUNTY ELECTION DEPARTMENT

INFORMATIONAL HANDBOOK FOR CANDIDATES

DIRECT PRIMARY ELECTION
JUNE 3, 2008

COUNTY OF CONTRA COSTA
REGISTRAR OF VOTERS

555 ESCOBAR STREET
P.O. BOX 271
MARTINEZ, CA 94553

925.335.7800
Toll Free 1.800.877.335.7802
www.cocovote.us

CANDIDATE GUIDE

This booklet has been prepared to assist candidates for the ***JUNE 3, 2008 DIRECT PRIMARY ELECTION****. This booklet is not all encompassing; it merely summarizes the major provisions related to candidates running for office in Contra Costa County.*

While staff has attempted to be as informative as possible in compiling this information, and we appreciate the opportunity to address your questions not answered in this booklet, the law prohibits employees from answering questions of a legal nature. This booklet is not intended as a substitute for legal counsel. For your protection, we strongly urge you to consult an attorney.

For additional election-related information, feel free to contact our office Monday through Friday 8 a.m. to 5 p.m., except holidays. For dates that fall on a Saturday, Sunday, or a holiday, use the next regular business day for transactions.

STEPHEN L. WEIR
COUNTY CLERK & REGISTRAR OF VOTERS

NOTICE

No duty is imposed upon the Registrar of Voters to determine whether a candidate meets the requirements for holding office. The Declaration of Candidacy signed by a candidate, states that the candidate meets the statutory and/or constitutional qualifications for office (including, but not limited to, citizenship, residency, etc).

IMPORTANT CONTACT INFORMATION

Candy Lopez - Assistant Registrar
Tomy Ocasio - Elections Manager

CANDIDATE FILING - 925.335.7874 - 925.335.7842 FAX

PRECINCTING & MAPPING - 925.335.7869 - 925.335.7837 FAX

OUTREACH SERVICES - 925.335.7821

ELECTION OFFICERS & POLLING PLACES - 925.335.7873 - 925.335.7839 FAX

REGISTRATION & ABSENTEE VOTING - 925.335.7871 - 925.335.7838 FAX

INFORMATION TECHNOLOGY - 925.335.7800

OFFICE OF THE SECRETARY OF STATE
www.sos.ca.gov

Elections Division
elections@sos.ca.gov
General information, filing for State and Federal offices - 916.657.2166 - 916.653.3214 FAX

Political Reform Division
politicalreform@sos.ca.gov
Committee ID number, termination - 916.653.6224

FAIR POLITICAL PRACTICES COMMISSION
www.fppc.ca.gov

Technical Assistance Division (9 a.m. - 12 p.m. and 1:30 - 4:30 p.m.)
Campaign disclosure, state contribution limits, conflict of interest disclosure - 866.275.3772 - 916.322.3711 FAX

Legal Division (9 a.m. - 12 p.m. and 1:30 - 4:30 p.m.)
Conflict of Interest disqualifications, use of campaign funds - 866.275.3772

Enforcement Division (9 a.m. - 12 p.m. and 1:30 - 4:30 p.m.)
File complaint under Political Reform Act - 800.561.1861

CALIFORNIA RELAY SERVICE (TTY) - 800.735.2929

STATE FRANCHISE TAX BOARD - 800.852.5711
www.ftb.ca.gov

Automated information
Committee tax status, tax deductible contributions, charitable non-profit groups, general information - 800.338.0505

FEDERAL ELECTION COMMISSION
www.fec.gov

Federal campaign disclosure, contributions from national banks, national corporations, foreign nationals - 800.424.9530

CALIFORNIA LAW
www.leginfo.ca.gov

ADDITIONAL IMPORTANT CONTACT INFORMATION

Contra Costa Registrar of Voters Office appreciates notification of cases of alleged voter registration, petition or voter fraud, however this office is not an enforcement agency and is therefore unable to investigate any violations.

In response to the many inquiries our office receives regarding possible election violations or fraud, the following is a list of resources regarding whom to contact for the various types of violations.

- **False or misleading campaign materials** - No agency enforcement; these issues are dealt with in court.
- **Violations of the Political Reform Act (Title 9 of the California Government Code 81000-91015), i.e. mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, disclosure of economic interests** - Contact your local district attorney's office or the appropriate city attorney for local candidates or measures, or the Fair Political Practices Commission at 1.800.561.1861 or www.fppc.ca.gov.
- **Election fraud** - Contact your local district attorney's office or the California Secretary of State's office at 916.657.2166 or www.sos.ca.gov.
- **Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act** - Contact your local district attorney's office or the California State Attorney General's office at 1.800.952.5225 or www.caag.state.ca.us.
- **Federal campaigns, e.g. U.S. Senate, House of Representatives, the President of the United States, etc.** - Contact the Federal Election Commission at 1.800.424.9530 or www.fec.gov
- **Open meeting laws (Brown Act)** - Contact your local district attorney's office or the California State Attorney General at 1.800.952.5225 or www.caag.state.ca.us.
- **Local ordinances** - Contact your local city attorney or local district attorney's office.
- **Vandalism or requirements concerning campaign signs** - Contact your local city attorney or local district attorney's office.

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ABBREVIATED ELECTION CALENDAR

December 28 - February 6, 2008 **January 28 - February 6, 2008**	**PETITION-IN-LIEU PERIOD - JUDICIAL ONLY** **DECLARATION OF INTENT PERIOD - JUDICIAL ONLY**
December 28 - February 21, 2008	**PETITION-IN-LIEU PERIOD - ALL OTHER OFFICES**
February 11 - March 7, 2008	**NOMINATION FILING PERIOD - ALL CANDIDATES**
January 31, 2008	**SEMI-ANNUAL** Campaign Disclosure Statement due covering the day after the closing date of the last statement filed and up to December 31, 2007.
February 18, 2008	**LAST DAY** to submit resolution requesting and consenting to consolidation, specifying; setting forth the specifications of the election order. The resolution will need to specify who will pay the cost of the candidate statement and limiting the number of words.
March 7, 2008	**LAST DAY** to submit 250 word Candidate Statement to the Secretary of State Office for **State Candidates**.
March 8 - March 12, 2008	**If an incumbent does not file**, the nomination period is extended for 5 calendar days for non-incumbents only. If there is no incumbent for a vacant seat or if a seat is termed out, there is no extension period. Central Committee members do not have extension periods.
March 13, 2008	**STATE AND COUNTY RANDOM ALPHABET DRAWING**
March 24, 2008	**PRE-ELECTION** Campaign Disclosure Statement due covering **January 1 - March 17, 2008.**
May 5, 2008	**29 Day Close - FIRST DAY OF ABSENTEE.** First voter registration deadline**.** These voters will receive a sample ballot for the upcoming election.
May 19, 2008	**15 Day Close - LAST DAY TO REGISTER TO VOTE.** Second and last voter registration deadline. These voters will only receive a polling place notification card for the upcoming election. They will not receive a sample ballot.
May 22, 2008	**PRE-ELECTION** Campaign Disclosure Statement due covering March 18 - May 17, 2008. Personal Delivery or Guaranteed Overnight Delivery.
Within 24 hours	Late Contributions and/or Independent Expenditures of $1,000 or more received from a single source within **24 hours** covering May 18 - June 2, 2008.
May 27, 2008	**LAST DAY** to receive Vote by Mail Ballot request by mail.
May 30, 2008 **12:00 Noon**	**PRE-ELECTION (COUNTY CANDIDATES ONLY)** Campaign Disclosure Statement due covering May 18 – May 29, 2008 Midnight. **NOTE**: Candidates for Superior Court Judge are exempt.
June 3, 2008	**ELECTION DAY**
July 31, 2008	**SEMI-ANNUAL** Campaign Disclosure Statement due covering May 18 - June 30, 2008.

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ABBREVIATED MEASURE ELECTION CALENDAR

***Suggested Deadlines**	
February 18 - February 27, 2008	Suggested deadline to submit a measure to consolidate with the election.
March 7, 2008	Suggested last day to file primary arguments.
March 17, 2008	**Suggested last day to file rebuttal arguments.

Legal Deadlines E.C. 10403	
February 28 - March 7, 2008	Last day to submit measures and to consolidate with the election.
March 14, 2008	Last day to file primary arguments.
March 24, 2008	Last day to file rebuttal arguments.

*Suggested last day for a jurisdiction to adopt a resolution to place a measure on the ballot.

This date allows a more practical timeframe for publication of notice of election and date fixed for submitting arguments; receiving of primary and rebuttal arguments; translations; set up for printer and required public examination period prior to the first day for 60 day ballots.

**Cities must adopt the provisions of E.C. 9285 before the acceptance of rebuttal arguments is allowed.

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OVERVIEW CANDIDATE INSTRUCTIONS

This Candidate Guide has been prepared to assist those in running for partisan & nonpartisan offices up for the **June 3, 2008 Direct Primary Election.**

The following are the Candidate Filing Periods for this election:

- The ***Voluntary*** **Petition-In-Lieu Period** – Applies to all candidates except Central Committees. They do not have a filing fee.
- The ***Mandatory*** **Declaration of Intent Period** – Applies to ***Judicial Candidates Only***.
- The ***Mandatory*** **Nomination Period** – Applies to all candidates.

The following topics are **separated into Partisan & Nonpartisan Sections**:

- Offices up for Election
- Filing Period Information
- Petition-In-Lieu & Nomination Signature Guidelines
- Candidate Qualifications, Requirements & Summary Information
- Initial Candidate Statement Information for Partisan Offices

The following topics apply to ***both Partisan & Nonpartisan*** Offices:

- Candidate Statement of Qualification Guidelines
- Fair Political Practices Commission (Campaign Financial Filing Information)
- Ballot Designations Guidelines
- Write-In Candidate Information

All additional information within this guide will address the following:

- Mass Mailing
- Vote By Mail Ballot Information
- Electioneering
- Political Signs
- Voter Registration Information, Services & Fees

All necessary forms for candidacy are available at the Elections Department located at 555 Escobar Street, Martinez, CA 94553.

To become a candidate you must meet the qualifications/requirements. Please see the applicable contest information regarding specific qualifications/requirements for eligibility.

The Nomination Packet generally contains the following documents. They may vary depending on the applicable office and the requirements: Campaign Financial Filing Information; Candidate Guide; Nomination forms needed to collect nomination signatures; Candidate Statement form for the local Voter Information Pamphlet; Code of Fair Campaign Practices Information; Campaign Political Sign Information and the Declaration of Candidacy.

The Candidate Statement of Qualifications which would appear in the local Voter Information Pamphlet is optional, and will be mailed to the voters with the sample ballot and other official election material. Statements must be word-processed and emailed to Cfile@vote.cccounty.us *prior* to filing the nomination documents. More information regarding Candidate Statement of Qualification guidelines are contained in this guide.

NOMINATIONS

E.C. 18200 - 18205

No person shall submit a nomination paper knowing that any part of it has been made falsely.

No person shall fraudulently deface or destroy, or willfully suppress all or part of any nomination paper; or deliberately fail to file at the proper time and in the proper place any nomination paper in his possession that is entitled to be filed.

No person shall, directly or indirectly, pay, solicit, or receive anything of value in order to induce a person not to become or to withdraw as a candidate.

DIRECT PRIMARY ELECTION
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PARTISAN OFFICES

OFFICE	TERM	OFFICEHOLDER	FILING FEES E.C. 8103	IN-LIEU E.C. 8106 DEM/ REPS	IN-LIEU E.C. 8106 MINOR PARTY *Totals are shown on applicable qualification pages for each office	NOM SIGS E.C. 8062	CANDIDATE STATEMENT 250 Words G.C. 85601 E.C. 8020 (b) 13307
FEDERAL							
U.S. Rep Congress 7th District (Elected by district, shared with Solano County)	2 years	Miller (D)	$1,652.00 (1%)	3,000	*	40-60	N/A
U.S. Rep Congress 10th District (Elected by district, shared with Alameda, Sacramento & Solano County)	2 years	Tauscher (D)	$1,652.00 (1%)	3,000	*	40-60	N/A
U.S. Rep Congress 11th District (Elected by district, shared with Alameda, San Joaquin & Santa Clara County)	2 years	Mc Nerney (D)	$1,652.00 (1%)	3,000	*	40-60	N/A
STATE							
State Senate 7th District (Elected by district, not a shared County)	4 years	Tom Torlakson (D) ***Term Expires***	$1,162.08	3,000	*	40-60	**Applicable if Voluntary Exp Limits Accepted**
State Senate 9th District (Elected by district, shared with Alameda County)	4 years	Don Perata (D) ***Term Expires***	$1,162.08	3,000	*	40-60	**Applicable if Voluntary Exp Limits Accepted**
Member of Assembly 11th District (Elected by district, not a shared county)	2 years	Mark DeSaulnier (D)	$1,162.08 (1%)	1,500	*	40-60	**Applicable if Voluntary Exp Limits Accepted**
Member of Assembly 14th District (Elected by district, shared with Alameda County)	2 years	Loni Hancock (D) ***Term Expires***	$1,162.08 (1%)	1,500	*	40-60	**Applicable if Voluntary Exp Limits Accepted**
Member of Assembly 15th District (Elected by district, shared with Alameda, Sacramento, San Joaquin County)	2 years	Guy Houston (R) ***Term Expires***	$1,162.08 (1%)	1,500	*	40-60	**Applicable if Voluntary Exp Limits Accepted**
CENTRAL COMMITTEES							
Democratic Elected by District							
1st District	2 years	5 Members	N/A	N/A	N/A	20-40	N/A
2nd District	2 years	5 Members	N/A	N/A	N/A	20-40	N/A

OFFICE	TERM	OFFICEHOLDER	FILING FEES E.C. 8103	IN-LIEU E.C. 8106 DEM/ REPS	IN-LIEU E.C. 8106 MINOR PARTY *Totals are shown on applicable qualification pages for each office	NOM SIGS E.C. 8062	CANDIDATE STATEMENT 250 Words G.C. 85601 E.C. 8020 (b) 13307
3rd District	2 years	4 Members	N/A	N/A	N/A	20-40	N/A
4th District	2 years	4 Members	N/A	N/A	N/A	20-40	N/A
5th District	2 years	4 Members	N/A	N/A	N/A	20-40	N/A
Republican Elected by District							
1st District	2 years	2 Members	N/A	N/A	N/A	20-40	N/A
2nd District	2 years	6 Members	N/A	N/A	N/A	20-40	N/A
3rd District	2 years	8 Members	N/A	N/A	N/A	20-40	N/A
4th District	2 years	4 Members	N/A	N/A	N/A	20-40	N/A
5th District	2 years	3 Members	N/A	N/A	N/A	20-40	N/A
American Independent Elected by District							
1st District	2 years	3 Members	N/A	N/A	N/A	20-40	N/A
2nd District	2 years	6 Members	N/A	N/A	N/A	20-40	N/A
3rd District	2 years	6 Members	N/A	N/A	N/A	20-40	N/A
4th District	2 years	5 Members	N/A	N/A	N/A	20-40	N/A
5th District	2 years	5 Members	N/A	N/A	N/A	20-40	N/A
Green County Council Elected at Large							
Elected at Large	2 years	7 Members	N/A	N/A	N/A	20-30	N/A
Peace & Freedom Elected at Large							
Elected at Large	2 years	7 Members	N/A	N/A	N/A	20-30	N/A

PARTISAN
CANDIDATE FILING PERIODS

1. The **voluntary Petition-In-Lieu period** for the above candidates starts December 28, 2007 & ends February 21, 2008 at 5:00 p.m. They will not be accepted after the February 21, 2008 deadline.

   The Petition-In-Lieu period *is optional*. It helps pay the filing fee which is required to run for the above offices in the 06/03/08 Direct Primary Election.

   This is not to be confused with the mandatory nomination period shown below in item # 2.

   Please refer to the applicable Partisan Mini Calendar for guidelines in determining valid partisan signatures & circulator information for the 06/03/08 Direct Primary Election.

   Petition-In-Lieu signatures collected during this time frame and applied to the filing fee, may then also be applied to the mandatory nomination signature requirement during the nomination period shown below in item #2. E.C. 8104 (b), 8105, 8106 (a), (4), (5), (7)

2. The **mandatory Nomination period** for the above candidates starts February 11, 2008 & ends March 7, 2008 at 5:00 p.m.

   If the incumbent is eligible to run and does not file, the deadline is extended to March 12, 2008 to non-incumbents only. If the office is vacant or termed out, it is not extended.

   Partisan candidates are required to have a specific number of valid nomination signatures of eligible voters at the time of filing their nomination papers, which includes the Declaration of Candidacy. Please refer to the following Partisan Mini Calendar for details.

   Petitions-In-Lieu that have been collected during the time frame in item #1 and applied toward the filing fee when taking out papers during the nomination period in item #2 may then be applied towards the nomination signature requirement here in item #2. E.C. 8020, 8024, 8028, 8040, 8064, 8065, 8100, 8101

Additional Information

A filing fee is required at the time of issuing nomination papers and is ***non-refundable.***

The filing fee may be paid in full by check or cash. Credit cards are not accepted.

The candidate has the option of paying for invalid signatures by check or cash OR collecting ONLY those deficient signatures initially submitted.

Only supplemental petition-in-lieu signatures will be accepted after nomination papers have been issued.

American Independent candidates may have "Non Partisan" voters sign their Petition-In-Lieu forms but they may only be applied to the filing fee & not the nomination signature requirement. All other minor parties can only have their own minor party voters sign their Petition-In-Lieu and nomination forms.

Please note:

The Secretary of State will compute the numbers for AMIN, PFR & GRN parties to be elected, not later than 115 days before the Direct Primary Election.

The Libertarian party has notified the Secretary of State's office that they will not be electing county central committee members for the June 3, 2008 Direct Primary Election.

PARTISAN MINI CALENDAR - DIRECT PRIMARY ELECTION

OFFICE	**PETITIONS-IN-LIEU** (Voluntary)		**NOMINATION PERIOD** (Mandatory)		
	PETITIONS-IN-LIEU PERIOD E.C. 8061, 8105, 8106	***"SUPPLEMENTAL" PETITIONS-IN-LIEU*** E.C. 8106, (b) (3)	***NOMINATION PERIOD*** E.C. 8020, 8070, 8082	EXTENDED NOMINATION PERIOD E.C.8020, (b), 8022, 8204,	****NOMINATION SIGNATURES REQUIRED**
U.S. CONGRESS	Dec. 28, 2007 - Feb. 21, 2008	On or before March 7, 2008	Feb. 11 - March 7, 2008	March 12, 2008	40 - 60
STATE SENATE **STATE ASSEMBLY**	Dec. 28, 2007 - Feb. 21, 2008	On or before March 7, 2008	Feb. 11 - March 7, 2008	March 12, 2008	40 - 60 40 - 60
CENTRAL COMMITTEES					
Democratic Republican American Independent	Not Applicable	Not Applicable	Feb. 11 - March 7, 2008 *(Central Committees have no filing fee)*	Not Applicable	20 - 40
Green Peace and Freedom					20 - 30
Libertarian					Libertarian Party has notified SOS they will not elect county central committees for the 06/03/08 Election.
SIGNERS - Any registered voter may sign an in-lieu filing fee petition or nomination petition, for any candidate for whom he or she is eligible to vote. E.C. 8106, 8068 Candidates using Elections Code 8106 (a) (6) provisions are limited to signatures from members of their own parties. **CIRCULATORS -** Must be voters within the district & serve only within the county in which they reside. E.C. 8066, 8106.b4 *Exception: The candidate may circulate an in-lieu / nomination petition in all shared counties affecting the district. E.C. 106 (a) ***NOTE:** Please ensure the circulator information has been completed & signed by the circulator prior to submission. E.C. 8065	Petitions-in-lieu signatures help pay for the filing fee. ****These will not be accepted after the Feb. 21st deadline. See "Nomination Period" in column 4.*** Only supplemental petition-in-lieu signatures will be accepted to replace deficient signatures after nomination papers are issued.	Any deficient signatures found may be replaced with supplemental petition-in-lieu signatures. The **balance due** may also be paid by check or cash **on or before the nomination deadline of March 7, 2008 at 5:00 p.m.**	**The filing fee must be paid** by check, cash, petition-in-lieu signatures, or a combination of these **at the time the nomination papers are issued. Credit cards will not be accepted.** ***Filing Fees are non-refundable.*** *Nomination signatures are required & they will need to be circulated during this time. See "Nomination Signatures Required" in column 6. **Petition-in-Lieu signatures* ***are due on or before the "February 21st petition-in-lieu deadline" or at the time nomination papers are issued, but in no case may petitions-in-lieu signatures be filed later than February 21st, 5:00 p.m.*** **Once petition-In-lieu signatures have been applied to the filing fee**, the number of valid "petition-in-lieu" signatures **can then be applied to the "nomination signature requirement."** **The Declaration of Candidacy must be filed during the nomination period.**	If the incumbent is eligible to run and does not file, the deadline is extended to **non-incumbents only.** If the office is **vacant** or **termed out**, it is **not** extended.	Candidates must file a minimum but not more than their maximum amount of "nomination signatures" to qualify. This does not apply if the candidate has **already met the nomination signature requirement by applying valid petition-in-lieu signatures to the nomination signature requirement.**

PARTISAN OFFICES

PETITION-IN-LIEU SIGNATURE GUIDELINES

Signatures must be from a registered voter who is eligible to vote for that candidate. (E.C. 8106 (7b) (1)

A candidate can get the members of his or her own party to sign the petitions, and he or she may also collect signatures of non-partisan voters ONLY in those cases where the party of the candidate has notified the Secretary of State that they will allow non-partisan voters to vote in the party's primary.

Political parties have until 135 days prior to an election to provide a written notice to the Secretary of State indicating the adoption of a rule allowing decline to state voters to vote the ballot of that individual party.

The following qualified political parties filed the requisite statement notifying the Secretary of State that they adopted a party rule permitting non-partisan voters to request their party ballot in the **June 3, 2008 Statewide Direct Primary Election** to participate in the primary election for partisan offices:

- **American Independent Party, letter dated January 22 and January 24, 2008**
- **Democratic Party, letter dated January 8, 2008**
- **Republican Party, letter dated September 24, 2007**

Candidates from the above parties have the option of choosing to let only non-partisan voters sign their Petition-In-Lieu forms.

If Petitions-In-Lieu signatures are accepted from non-partisan voters, the candidate may only apply them to the filing fee and NOT to the nomination signature requirement.

If American Independent candidates opt to go with the non-partisan voters, they're obligated to go with the higher signature requirements of the Democratic and Republican parties. If they stay with their own party, they may stay with the lower signature requirement.

All other minor parties must have their own minor party members sign their Petition-In-Lieu and nomination forms.

IMPORTANT: Valid Petitions-In-Lieu must first be applied to the filing fee BEFORE they can be applied to the nomination signature requirement.

SHARED COUNTY PARTISAN CANDIDATES

If the petition is circulated for an office in more than one county, the candidate shall submit the signatures to the elections official in the county in which the petition was circulated. (E.C. 8106 (7b4))

PARTISAN CIRCULATOR

Each circulator of a petition-in-lieu shall be a registered voter of the district or political subdivision in which the candidate is to be voted on.

The circulator shall serve within the county in which he or she resides.

The circulator does not have to be within the same party of the candidate in which they are circulating the petition-in lieu forms. (E.C. 8106, (7b 4), E.C. 8066)

Petitions-in-lieu documents shall be limited to "viewing" only. The public may NOT copy or distribute copies of the documents that contain signatures of voters. E.C. 17100 (c)

The election official needs to "review, sign and date" for completion when submitted. (E.C. 8065)

PARTISAN OFFICES

NOMINATION SIGNATURE GUIDELINES

Signers shall be voters in the district or political subdivision in which the candidate is to be voted on and shall be affiliated with the party, if any, in which the nomination is proposed. (E.C. 8068)

No signer shall, at the time of signing a certificate, have his or her name signed to any other nomination paper for any other candidate for the same office, or in case there are several places to be filled in the same office, signed to more nomination papers for candidates for that office than there are places to be filled. (E.C. 8069)

No more signers shall be secured for any candidate than the maximum number required.

If more signers are secured than the maximum number, the officer with whom the nomination papers are filed shall, with the written consent of the candidate, withdraw the excess number. (E.C. 8067)

SHARED COUNTY PARTISAN CANDIDATES

If the nomination form is circulated for an office in more than one county, the candidate shall submit the signatures to the elections official in the county in which the petition was circulated.

PARTISAN CIRCULATORS

Each circulator of a nomination form shall be a registered voter of the district or political subdivision in which the candidate is to be voted on.

The circulator shall serve within the county in which he or she resides. (E.C. 8066)

The circulator does NOT have to be within the same party of the candidate in which they are circulating the nomination forms. (E.C. 8106 (7b 4), E. C. 8066)

PARTISAN NOMINATION SIGNATURE FORMS

Nomination signature forms no longer need to be notarized when the circulator does not submit them to the elections official.

The election official needs to “review, sign and date” for completion when submitted. (E.C. 8065)

QUALIFICATIONS AND REQUIREMENTS

FEDERAL OFFICES (ELECTED BY DISTRICT)

U.S. REPRESENTATIVE IN CONGRESS

TERM OF OFFICE

U.S. Representatives in Congress serve a 2–year term, beginning at noon on January 3, 2009.

U.S. Const. Art. I, 2, 4

QUALIFICATIONS

A candidate for U.S. Representative in Congress shall:

- be at least 25 years of age; and
- be a citizen of the United States for seven years; and
- be a resident of California when elected[1]; and
- be registered with the political party whose nomination he or she is seeking for not less than three months immediately prior to the time the Declaration of Candidacy is presented to the county elections official or, if eligible to register for less than three months, for as long as he or she has been eligible to vote in California; and
- not have been registered as affiliated with any other qualified political party within twelve months immediately prior to filing the Declaration of Candidacy.

There are no district residency requirements for U.S. Representative in Congress.

U.S. Const. Art. I, 2; E.C. 8001

FILING REQUIREMENTS

Filing Fee or Signatures-in-Lieu of Paying Filing Fee

FILING FEE: The non-refundable filing fee is payable to the Secretary of State, and must be paid at the time the candidate obtains the nomination forms. The filing fee is:

- U.S. Representative in Congress $1,652.00

SIGNATURES-IN-LIEU: A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petitions-in-lieu form may be obtained from any county elections official beginning December 28, 2007. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on February 21, 2008, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 21, 2008, which were found not to be valid) may be filed no later than the close of business on March 7, 2008. Circulators of an in-lieu-filing-fee petition shall be a registered voter of the district in which the candidate is running. The circulator shall serve within the county in which he or she resides.

3,000 valid signatures are required to offset the entire fee for a candidate seeking the Democratic or Republican nomination. Except as set forth on the following page, any registered voter may sign an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote.

NOTE: The Secretary of State's office cannot accept Petitions-in-lieu of filing fees since they have no way of verifying the signatures.

E.C. 8103 (a) (2), 8105, 8106 (a) (2), (6), (b) (4)

[1]There is no durational residency requirement to be a candidate for United States Representative in Congress.

Number of signers required to offset entire filing fee (must be affiliated with the political party):

Political Party	American Independent	Green	Libertarian	Peace & Freedom
Office				
Congressional Dist. 7th	150	150	113	77
Congressional Dist. 10th	150	150	150	58
Congressional Dist. 11th	150	131	135	59

NOMINATION DOCUMENTS AND PROCEDURES

DECLARATION OF CANDIDACY: Each candidate is required to file a Declaration of Candidacy between February 11, 2008 and March 7, 2008. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 7, 2008.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 7, 2008, any person, other than the person who was the incumbent on March 7, 2008, may file a Declaration of Candidacy not later than the close of business on March 12, 2008.

E.C. 8020, 8022, 8028, 8040, 8064

NOMINATION PETITIONS: Each candidate is required to file a Nomination Petition between February 11, 2008 and March 7, 2008, containing at least 40 and no more than 60 signatures of registered voters, in the jurisdiction, affiliated with the political party whose nomination the candidate is seeking. Each section of the Nomination Petition shall be delivered to the county elections official of the county where circulated, not later than the close of business on March 7, 2008. Circulators shall be registered voters in the jurisdiction in which the candidate is seeking election, and shall circulate the petition only in the county in which he or she reside.

NOTE: **Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.**

E.C. 8020, 8041, 8061, 8062, 8063, 8066, 8068

CAMPAIGN COMMITTEE FILING OBLIGATIONS

For information regarding campaign disclosure reporting requirements or to obtain filing forms, contact the Federal Elections Commission by calling 1-800-424-9530 or write to:

Federal Elections Commission
999 E Street, N.W.
Washington, D.C. 20463

FEDERAL OFFICES

U.S. REPRESENTATIVE IN CONGRESS

IMPORTANT SUMMARY INFORMATION!

FILING FEES

U.S. Rep in Congress	$1,652.00 or 3,000 Signatures-in-Lieu*

NOMINATION SIGNATURES

U.S. Rep in Congress	40 - 60

FILING PERIODS

12/28/07 - 02/21/08	Filing Period for Signatures-in-Lieu of Filing Fees
02/22/08 - 03/07/08	Filing Period to make up deficient Signatures-in-Lieu filed by 02/21/08 (cash, signatures or combination thereof)
02/11/08 - 03/07/08	Filing Period for Nomination Documents
03/08/08 - 03/12/08	Extension Period for filing Nomination Documents

ALL CANDIDATES MUST FILE:

1. Declaration of Candidacy
2. Nomination Petition

Contact the Federal Elections Commission for Campaign Finance Reporting Obligations.

*Signature requirements shown are for candidates for the Democratic and Republican parties. For minor party signature requirements, see the Qualifications and Requirements section for the applicable office.

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

QUALIFICATIONS AND REQUIREMENTS

STATE OFFICES (ELECTED BY DISTRICT)

STATE SENATOR AND MEMBER OF THE STATE ASSEMBLY

TERM OF OFFICE

State Senators serve a 4 - year term, beginning December 1, 2008. No State Senator may serve more than two terms beginning November 6, 1990.

Members of the State Assembly serve a 2–year term, beginning December 1, 2008. No Member of the State Assembly may serve more than three terms beginning November 6, 1990.

Cal. Const. Art. IV, 2

QUALIFICATIONS

A candidate for State Senator or Member of the State Assembly shall:

- be a citizen of the United States [1]; and
- be registered to vote, affiliated with the political party whose nomination he or she is seeking for not less than three months immediately prior to the time the Declaration of Candidacy is presented to the county elections official or, if eligible to register for less than three months, for as long as he or she has been eligible to vote in California; and
- not have been registered as affiliated with any other qualified political party within twelve months immediately prior to filing the Declaration of Candidacy.

Cal. Const. Art. IV, 2 (c), E.C. 201, 8001

FILING REQUIREMENT

Filing Fee or Signatures-in-Lieu of Paying Filing Fee

FILING FEE: The non-refundable filing fees are payable to the Secretary of State, and must be paid at the time the candidate obtains the nomination forms. The filing fees are:

- State Senator $1,162.08
- Member of the State Assembly $1,162.08

SIGNATURES-IN-LIEU: A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petitions-in-Lieu form may be obtained from any county elections official beginning December 28, 2007. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on February 21, 2008, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 21, 2008, which were found not to be valid) may be filed no later than the close of business on March 07, 2008. Circulators of an in-lieu-filing-fee petition shall be a registered voter of the district in which the candidate is running. The circulator shall serve within the county in which he or she resides.

3,000 valid signatures are required to offset the entire fee for a candidate seeking the Democratic or Republican nomination for the office of State Senator and 1,500 valid signatures are required to offset the entire fee for a candidate seeking the Democratic or Republican nomination for the office of Member of the State Assembly. Except as set forth on the following page any registered voter may sign an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote.

NOTE: The Secretary of State's Office cannot accept petitions in-lieu of filing fees since they have no way of verifying the signatures.

E.C. 8103, (a) (3), 8105, 8106 (a) (1), (2), (b), (4)

[1] Article IV, Section 2(c), of the California Constitution requires one-year residency in the legislative district and three years residency in California; however, it is the legal opinion of the Secretary of State's Office that these provisions violate the U.S. Constitution.

Number of signers required to offset entire filing fee (must be affiliated with the political party):

Political Party	American Independent	Green	Libertarian	Peace & Freedom
Office				
State Senate Dist. 7th	150	150	150	88
State Senate Dist. 9th	150	150	150	150

Political Party	American Independent	Green	Libertarian	Peace & Freedom
Office				
Assembly Dist. 11th	150	136	89	53
Assembly Dist. 14th	150	150	107	88
Assembly Dist. 15th	150	138	111	47

NOMINATION DOCUMENTS AND PROCEDURES

DECLARATION OF CANDIDACY: Each candidate is required to file a Declaration of Candidacy between February 11, 2008 and March 07, 2008. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 7, 2008.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 7, 2008, any person, other than the person who was the incumbent on March 7, 2008, may file a Declaration of Candidacy not later than the close of business on March 12, 2008.

E.C. 8020, 8022, 8028, 8040, 8064

NOMINATION PETITIONS: Each candidate is required to file a Nomination Petition between February 11, 2008 and March 7, 2008, containing at least 40 and no more than 60 signatures of registered voters, in the jurisdiction, affiliated with the political party whose nomination the candidate is seeking. Each section of the Nomination Petition shall be delivered to the county elections official of the county where circulated, not later than the close of business on March 7, 2008. Circulators shall be registered voters in the jurisdiction in which the candidate is seeking election.

NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.

E.C. 8020, 8041, 8061, 8062, 8063, 8066, 8068

CANDIDATE STATEMENT OF QUALIFICATIONS (OPTIONAL): A candidate for state legislative office who accepts voluntary expenditure limits on Form 501 (Candidate Intention Statement), may purchase the space to place a statement in the Voter Information Pamphlet portion of the Sample Ballot that does not exceed 250 words. See general guidelines for preparing candidate statements in this guide.

G.C. 85601

STATEMENT OF ECONOMIC INTERESTS (FORM 700): Government Code 87300 requires every agency to adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency, which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest.

Each candidate must file a Statement of Economic Interests (Form 700) not later than the final filing date for the Declaration of Candidacy. Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually and within (30) days of leaving office. If an individual is appointed to an office, he or she must file within (10) days prior to assuming office.

EFFECTIVE JANUARY 1, 2008, ALL CANDIDATES including those seeking offices designated in a Conflict-of-Interest Code, *must file statements of Economic Interests* no later than the final filing date for the Declaration of Candidacy or other nomination documents. SB 512

If the Statement of Economic Interests was filed within (60) days prior to the filing of a Declaration of Candidacy, *the cover page of the Statement of Economic Interests must be completed, signed, dated & filed along with a copy of the 60 day filing information*.

G.C. 87200 et seq.

VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES: At the time an individual files his or her Declaration of Candidacy, Nomination Petition, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code.

E.C. 20440

CAMPAIGN COMMITTEE FILING OBLIGATIONS

See General Information on Campaign Filing Obligations in the appropriate section of this guide or the F.P.P.C. Manual.

STATE OFFICES

STATE SENATOR AND MEMBER OF THE STATE ASSEMBLY

IMPORTANT SUMMARY INFORMATION!

FILING FEES

State Senator	$1,162.08 or 3,000 Signatures-In-Lieu*
State Assembly	$1,162.08 or 1,500 Signatures-In-Lieu*

NOMINATION SIGNATURES	40 – 60
STATEMENT OF QUALIFICATIONS	Refer to appropriate section of this guide for State Senate and Assembly Member estimated costs

FIILING PERIODS

12/28/07 - 02/21/08	Filing Period for Signatures-in-Lieu of Filing Fees
02/22/08 - 03/07/08	Filing Period to make up deficient Signatures-in-Lieu filed by 02/21/08 (cash, signatures or any combination thereof)
02/11/08 - 03/07/08	Filing Period for Candidate Statement
02/11/08 - 03/07/08	Filing Period for Nomination Documents
03/08/08 - 03/12/08	Extension Period for filing Nomination Documents

ALL CANDIDATES MUST FILE:

1. Declaration of Candidacy
2. Nomination Petition
3. Statement of Economic Interests (Form 700)
4. Campaign Statement Forms (501, 410, 460)

*Signature requirements shown are for candidates for the Democratic and Republican parties. For minor party signature requirements, see the Qualifications and Requirements section for the applicable office.

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

QUALIFICATIONS AND REQUIREMENTS

COUNTY CENTRAL COMMITTEES (ELECTED BY DISTRICT OR AT LARGE)

MEMBER, COUNTY CENTRAL COMMITTEE
MEMBER, COUNTY COUNCIL

TERM OF OFFICE

County Central Committee and County Council Members are elected at each direct primary election and serve until their successors are elected and qualify (2 year terms).

E.C. 7225, 7420, 7670, 7750

QUALIFICATIONS

A candidate for County Central Committee/County Council shall:

- be a citizen of the United States; and
- be a registered voter of the jurisdiction; and
- be qualified to vote for that office when nomination papers are issued, and continuously throughout the term of office; and
- be registered with the political party whose nomination he or she is seeking for not less than three months immediately prior to the time the Declaration of Candidacy is presented to the county elections official or, if eligible to register for less than three months, for as long as he or she has been eligible to vote in California; and
- not have been registered as affiliated with any other qualified political party within twelve months immediately prior to filing the Declaration of Candidacy.

E.C. 7209, 7214, 7407, 7412, 7654, 7659, 7852, 7854, 8001

NUMBER TO BE ELECTED

Political Party	Dist 1	Dist 2	Dist 3	Dist 4	Dist 5
Democratic*	5	5	4	4	4
Republican*	2	6	8	4	3
American Independent**	3	6	6	5	5
Green**			7 At Large		
Peace & Freedom**			7 At Large		

*Elections Official to compute Central Committee members for Democrats and Republicans 126 days before election.

E.C. 7226, 7421

**The Secretary of State will compute the number to be elected not later than 115 days before the Primary Election.

E.C. 7671, 7751, 7771

The Libertarian party has notified the Secretary of State's office that they will not be electing county central committee members for the June 3, 2008 Direct Primary Election.

FILING FEE

There is no filing fee for the office of Member, County Central Committee or County Council.

NOMINATION DOCUMENTS AND PROCEDURES

DECLARATION OF CANDIDACY: Each candidate is required to file a Declaration of Candidacy between February 11, 2008 and March 7, 2008. The Declaration shall be obtained from, and delivered to, the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered not later than the close of business on March 7, 2008.

NOMINATION PETITION: Each candidate for Member, County Central Committee or County Council is required to file a Nomination Petition between February 11, 2008 and March 7, 2008. Democratic, Republican and American Independent candidates must obtain at least 20 and no more than 40 signatures; Green and Peace & Freedom Party candidates must obtain at least 20 and no more than 30 signatures. Signers for candidates for all parties must be registered voters in the district or political subdivision and be affiliated with the political party of the office the candidate is seeking. Each section of the Nomination Petition shall be delivered to the county elections official of the county where circulated, not later than the close of business on March 7, 2008. Circulators shall be registered voters in the jurisdiction in which the candidate is seeking election.

For the Peace and Freedom and Green parties, up to three candidates for member of central committees in a single central committee election district may have their names listed on a single sponsor's certificate, and the signatures thereon shall be counted toward the sponsor requirement of each and every candidate whose name is listed on the certificate. <u>However, in no case</u> shall the number of candidates having their names on a sponsor's certificate exceed the number of members of central committees to be elected in the district.

There is no extension of the filing period for County Central Committee or County Council offices.

E.C. 7227, 7422, 7672, 7772, 7776, 7777, 8020, 8066, 8068

VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES: At the time an individual files his or her Declaration of Candidacy, Nomination Petition, or any other paper evidencing an intention to be a candidate for public office, the county clerk shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code.

E.C. 20440

CAMPAIGN FILING OBLIGATIONS

FORM 470–Officeholder/Candidate Campaign Statement–Short Form: Candidates for office who expect to receive or spend less than $1,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement).

G.C. 84206(a), (b)

FORM 470–Supplement: Any candidate who files a Form 470 and who subsequently has $1,000 or more in receipts and/or expenditures prior to his/her election must send a notice to the Secretary of State, the local filing officer, if any, and to all candidates for the same office. This notice must be sent within 48 hours. Detailed information concerning the notice required is included on the Supplemental Form 470.

G.C. 84206(c)

COUNTY CENTRAL COMMITTEES

MEMBER, COUNTY CENTRAL COMMITTEE
MEMBER, COUNTY COUNCIL

IMPORTANT SUMMARY INFORMATION!

FILING FEES	There are no filing fees for these offices.
NOMINATION SIGNATURES	
Member, County Central Committee	
Democratic, Republican, American Independent	20 - 40
Member, County Council	
Green, Peace and Freedom	20 - 30
FILING PERIOD FOR NOMINATION DOCUMENTS	02/11/08 - 03/07/08

(There is no extension of the filing period.)

ALL CANDIDATES MUST FILE:

1. Declaration of Candidacy
2. Nomination Petition
3. Financial Campaign Statement

Officeholders and candidates who do not expect to receive or spend $1,000 or more during the calendar year may file an Officeholder/Candidate Campaign Statement Short Form 470. If the Form 470 is filed with the Declaration of Candidacy on or before the deadline for the first campaign statement required for the calendar year, no additional campaign statements need be filed for that year as long as total contributions and expenditures remain less than $1,000.

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

PARTISAN
CANDIDATE STATEMENT OF QUALIFICATIONS

Secretary of State will allow candidates running for State Senate and Member of the Assembly who have accepted the voluntary expenditure limits on the Form 501 - Candidate Intention Statement, an opportunity to obtain space for a candidate statement in the Local Voter Information Pamphlet for the 06/03/08 Direct Primary Election. Gov. Code 85601, E.C. 8020 (b), 13307

If the limits were not accepted at the time of filing an initial Form 501 for this election and the candidate would like to submit a candidate statement, an amendment to accept the voluntary expenditure limits is acceptable if done between the date of filing the initial Form 501 and the deadline for filing nomination papers which is March 7, 2008 at 5:00 p.m. for this election.

(See Form 501, Candidate Intention Statement, for additional instructions regarding information for the Voluntary Expenditure Ceiling.)

Those who have accepted the voluntary expenditure limits and would like a candidate statement to appear in the local voter pamphlet must file their statement when filing their nomination documents with the county in which they live. The deadline to file nomination documents is March 7, 2008 at 5:00 p.m.

The cost for such a statement in Contra Costa County and in other shared counties, for the local voter pamphlet is based upon the number of registered voters within each applicable district & party. ***The candidate will be responsible to pay in advance the estimated cost of the candidate statement IN EACH SHARED COUNTY THEY DESIRE THEIR CANDIDATE STATEMENT TO APPEAR. Please see the following IMPORTANT information regarding this issue.*** The statements will be limited to 250 words. In Contra Costa County, the candidate will be refunded or billed the difference of the estimated costs after the election.

IMPORTANT!

Candidates in districts that encompass more than one county - Procedures, requirements, fees, formats and public examination periods for candidate statements may vary between counties. It is the candidate's responsibility to contact each county (in which he or she wishes to have a statement printed) within the district to obtain the appropriate information from each. ***Failure to do so may jeopardize the printing of the candidate's statement in other shared counties.***

It is strongly recommended that the statement be filed personally by the candidate. If the statement is filed by someone other than the candidate, that person should have the authority to make corrections or deletions to the statement in the event that errors or an excess number of words are detected prior to filing the statement. Statements received by mail prior to the deadline will be filed provided that they meet the statutory requirements and county policies regarding candidates' statements. ***Statements may not be changed after filing.***

Estimated candidate statement costs for State Senate and State Assembly offices are shown on the following page.

Refer to Candidate Statement of Qualification Guidelines of this guide for preparation instructions.

DIRECT PRIMARY ELECTION
JUNE 3, 2008

ESTIMATED COSTS FOR STATE LEGISLATIVE OFFICES

Office	Count	Cost Estimate	Word Limit	Who Pays
State Senator, 7th District				
Democratic	206,855	$5,950.00	250	Candidate
Republican	134,197	3,950.00	250	Candidate
American Independent	8,800	540.00	250	Candidate
Green	3,492	540.00	250	Candidate
Libertarian	2,022	540.00	250	Candidate
Peace and Freedom	897	540.00	250	Candidate
State Senator, 9th District				
Democratic	20,269	$820.00	250	Candidate
Republican	2,392	540.00	250	Candidate
American Independent	455	540.00	250	Candidate
Green	408	540.00	250	Candidate
Libertarian	97	540.00	250	Candidate
Peace and Freedom	160	540.00	250	Candidate
Member of Assembly, 11th District				
Democratic	96,739	$3,000.00	250	Candidate
Republican	45,245	1,580.00	250	Candidate
American Independent	4,116	540.00	250	Candidate
Green	1,365	540.00	250	Candidate
Libertarian	889	540.00	250	Candidate
Peace and Freedom	538	540.00	250	Candidate

DIRECT PRIMARY ELECTION
JUNE 3, 2008

ESTIMATED COSTS FOR STATE LEGISLATIVE OFFICES

Office	Count	Cost Estimate	Word Limit	Who Pays
Member of Assembly, 14th District				
Democratic	68,506	$2,220.00	250	Candidate
Republican	27,084	1,080.00	250	Candidate
American Independent	1,945	540.00	250	Candidate
Green	1,721	540.00	250	Candidate
Libertarian	546	540.00	250	Candidate
Peace and Freedom	329	540.00	250	Candidate
Member of Assembly, 15th District				
Democratic	61,879	$2,040.00	250	Candidate
Republican	64,260	2,100.00	250	Candidate
American Independent	3,194	540.00	250	Candidate
Green	814	540.00	250	Candidate
Libertarian	684	540.00	250	Candidate
Peace and Freedom	190	540.00	250	Candidate

DIRECT PRIMARY ELECTION
JUNE 3, 2008
NONPARTISAN OFFICES

OFFICE	TERM	OFFICEHOLDER	FILING FEES E.C. 8104	IN-LIEU E.C. 8106	SIG VALUE	NOM SIGS E.C. 8062	REG. VOTERS	CANDIDATE STATEMENT FEE 250 Words
JUDICIAL								
Superior Court Judge Office 1*	6 years	Patricia Scanlon (A)	$1,787.89	7,152	.25	20-40	470,751	$7,790.00
Superior Court Judge Office 2*	6 years	George Spanos (E)	$1,787.89	7,152	.25	20-40	470,751	$7,790.00
Superior Court Judge Office 3*	6 years	Charles Treat (A)	$1,787.89	7,152	.25	20-40	470,751	$7,790.00
Superior Court Judge Office 4*	6 years	Lewis A. Davis (A)	$1,787.89	7,152	.25	20-40	470,751	$7,790.00
Superior Court Judge Office 5*	6 years	Susanne Fenstermacher (A)	$1,787.89	7,152	.25	20-40	470,751	$7,790.00
Superior Court Judge Office 6*	6 years	Diana Becton Smith (E)	$1,787.89	7,152	.25	20-40	470,751	$7,790.00
Superior Court Judge Office 7*	6 years	Harlan Grossman (E)	$1,787.89	7,152	.25	20-40	470,751	$7,790.00
Superior Court Judge Office 8*	6 years	Cheryl Mills (E)	$1,787.89	7,152	.25	20-40	470,751	$7,790.00
Superior Court Judge Office 9*	6 years	Bruce Mills (E)	$1,787.89	7,152	.25	20-40	470,751	$7,790.00
COUNTY								
Board of Supervisor District 2	4 years	Gayle Uilkema (E)	$974.83	3,899	.25	20-40	107,672	$2, 410.00
Board of Supervisor District 3	4 years	Mary Nejedly Piepho (E)	$974.83	3,899	.25	20-40	126,140	$2,780.00
Board of Supervisor District 5	4 years	Federal Glover (E)	$974.83	3,899	.25	20-40	79,323	$2, 240.00

Please note Judicial Information below:

When two or more judges of any court are to be elected for the same term, each office shall be designated by a distinguishing number. After the election the number has no further significance. E.C. 8200

Judicial offices will not be on the Primary ballot if the incumbent judge is the only person to file nomination papers, unless a Primary Election write-in petition is filed by (E-78 days before the Direct Primary Election) which is March 17, 2008.

If the judicial office is not on the Direct Primary Election ballot as indicated above, August 13, 2008 (E-83 days before the General Election) is the last day a General Election write-in petition can be filed to place the office on the General Election ballot. E.C. 8203

NONPARTISAN
JUDICIAL CANDIDATE FILING PERIODS

1. **The voluntary Petition-In-Lieu period for judicial candidates starts December 28, 2007 & ends February 6, 2008.**

   The Petition-In-Lieu period *is optional*. It helps pay the filing fee which is required to run as a judicial candidate in the 06/03/08 Direct Primary Election.

   This is not to be confused with the nomination period shown below in item # 3.

   Valid signatures of voters that live within Contra Costa County are credited towards the filing fee. Each valid signature is worth 25 cents.

   Petition-In-Lieu signatures collected during this time frame and applied to the filing fee, may then also be applied to the *mandatory* nomination signature requirements during the nomination period in item # 3. E.C. 8104 (b), 8106 (a), (4), (5), (7)

2. **The *DECLARATION OF INTENT period is mandatory only for judicial candidates*.**

   This period begins January 28, 2008 and ends February 6, 2008.

   If the judicial incumbent does not file, the Declaration of Intent period is extended 5 calendar days which would be until February 11, 2008 for "non- incumbents only." If the seat is vacant, there is no extension period. E.C. 8023 (b)

   The non-refundable filing fee is 1% of the annual salary and is due when a judicial candidate files the "Declaration of Intent." E.C. 8105 (a), (b)

   All judicial candidates must file a "Declaration of Intent" form and pay the required filing fee during the Declaration of Intent period. Failure to do so disqualifies the judicial candidate from running for office during the nomination period!

3. **The mandatory Nomination period for judicial candidates starts February 11, 2008 & ends March 7, 2008.**

   If the incumbent filed a Declaration of Intent, then does not file nomination papers, the nomination period is extended 5 calendar days which would be until March 12, 2008. During an extension any non-incumbent may file nomination papers whether or not a Declaration of Intent was filed. If the seat is vacant, there is no extension period.

   Judicial candidates are required to have no less than 20 and no more than 40 valid nomination signatures of voters that live within Contra Costa County at the time of filing their nomination papers, which include the Declaration of Candidacy.

   Petition-In-Lieu signatures that have been collected during the time frame in item #1 and applied toward the filing fee when filing the Declaration of Intent in item #2 may be applied towards the nomination signature requirement here in item #3.

   No candidate for a judicial office shall be required to state his or her residential address on the Declaration of Candidacy; however the address must be provided to the elections office for verification. E.C. 8020, 8023, 8024, 8028, 8040, 8064, 8100, 8200

JUDICIAL MINI CALENDAR – DIRECT PRIMARY ELECTION
JUNE 3, 2008

OFFICE	PETITIONS-IN-LIEU (Voluntary)		NOMINATION PERIOD (Mandatory)		
	***PETITIONS-IN-LIEU* PERIOD** E.C. 8061, 8105, 8106	***"SUPPLEMENTAL" SIGNATURES-IN-LIEU*** E.C. 8106, b3	***NOMINATION PERIOD*** E.C. 8020, 8070, 8082	EXTENDED NOMINATION PERIOD E.C. 8020,b, 8024, 8204,10225	****NOMINATION SIGNATURES REQUIRED**
JUDICIAL CANDIDATES	Dec. 28, 2007 - Feb. 6, 2008	On or before March 7, 2008	Feb. 11 - March 7, 2008	March 12, 2008	20 - 40
MANDATORY DECLARATION OF INTENT PERIOD	Jan. 28 – Feb. 6, 2008				
SIGNERS Any registered voter may sign an in-lieu filing fee petition or nomination petition, for any **candidate for whom he or she is eligible to vote**. E.C. 8106, 8068 **CIRCULATORS** Circulators shall be voters in the district. E.C. 8066, 8106.b4 **NOTE:** Please ensure the circulator information is complete & signed by the circulator at the time of submission. E.C. 8065	Petition-in-lieu signatures help pay for the filing fee. ***These will not be accepted after the Feb. 6th deadline. See "Nomination Period" in column 4 for details.*** Only supplemental petition-in-lieu signatures will be accepted to replace deficient signatures after nomination papers are issued.	Any deficient signatures found may be replaced with supplemental petition-in-lieu signatures. The **balance due** may also be paid by check or cash **on or before the nomination deadline of March 7, 2008 at 5:00 p.m.**	**The filing fee must be paid** by check, cash, petition-in-lieu signatures, or a combination of these **at the time the Declaration of Intent is issued. Credit cards will not be accepted.** ***Filing Fees are non-refundable.*** *Nomination signatures are required & they will need to be circulated during this time. See "Nomination Signatures Required" in column 6. **Petition-in-Lieu signatures* ***are due on or before the "February 6th petition-in-lieu deadline" or at the time the Declaration of Intent is issued, but in no case may petitions-in-lieu signatures be filed later than February 6th, 2008 at 5:00 p.m.*** **Once petition-In-lieu signatures have been applied to the filing fee**, the number of valid "petition-in-lieu" signatures **can then be applied to the "nomination signature requirement".** **The Declaration of Candidacy must be filed during the nomination period.**	If the judicial incumbent is eligible to run and does not file the Declaration of Intent & the nomination papers during the nomination period, the deadline is extended to **non-incumbents only.** If an incumbent of a judicial office dies on or before the last day prescribed for the filing of nomination papers, an additional five days shall be allowed for the filing of nomination papers for the office. If the office is **vacant**, it is **not** extended.	Candidates must file a minimum but not more than their maximum amount of "nomination signatures" to qualify. This does not apply if the candidate has **already met the nomination signature requirement by applying valid petition-in-lieu signatures to the nomination signature requirement.**

NONPARTISAN

COUNTY SUPERVISOR CANDIDATE FILING PERIODS

1. The **voluntary Petition-In-Lieu period** for County Supervisor candidates starts December 28, 2007 & ends February 21, 2008 at 5:00 p.m.

   The Petition-In-Lieu period *is optional*. It helps pay the filing fee which is required to run for the above offices in the 06/03/08 Direct Primary Election.

   This is not to be confused with the mandatory nomination period shown below in item # 2.

   Valid signatures of voters that live within the supervisorial district within Contra Costa County are credited toward the filing fee. Each valid signature is worth 25 cents.

   Petition-In-Lieu signatures collected during this time frame and applied to the filing fee, may then also be applied to the *mandatory* nomination signature requirements during the nomination period shown below in item #2. E.C. 8104 (b), 8106 (a), (4), (5), (7)

2. The **mandatory Nomination period** for county supervisor candidates starts February 11, 2008 & ends March 7, 2008 at 5:00 p.m.

   If the incumbent is eligible to run and does not file, the deadline is extended to March 12, 2008 to non-incumbents only**. If the office is vacant, it is not extended.**

   Supervisorial candidates are required to have no less than 20 and no more than 40 valid nomination signatures of voters that live within the supervisorial district in which they are running for at the time of filing their nomination papers, which includes the Declaration of Candidacy.

   Petition-In-Lieu signatures that have been collected during the time frame in item #1 and applied toward the filing fee when taking out papers during the nomination period in item #2 may then be applied towards the nomination signature requirement here in item #2. E.C. 8020, 8024, 8028, 8040, 8064, 8065

Additional Information

A filing fee is required at the time of issuing nomination papers and is **non-refundable.**

If the candidate chooses to pay for the filing fee in full, they may do so.

If the candidate chooses to collect all or partial petition-in-lieu signatures and applies them to the filing fee, they can pay for the remaining balance by check or cash. Credit cards are not accepted.

Any deficient signatures found may be replaced with supplemental petition-in-lieu signatures.

Only supplemental petition-in-lieu signatures will be accepted after nomination papers have been issued.

The deadline for supplemental signatures-in-lieu is the last day of the nomination period which is March 7, 2008.

COUNTY SUPERVISOR MINI CALENDAR - DIRECT PRIMARY ELECTION
JUNE 3, 2008

OFFICE	**PETITIONS-IN-LIEU (Voluntary)**		**NOMINATION PERIOD (Mandatory)**		
	***PETITIONS-IN-LIEU* PERIOD** E.C. 8061, 8105, 8106	***"SUPPLEMENTAL" PETITIONS-IN-LIEU*** E.C. 8106,b3	***NOMINATION PERIOD*** E.C. 8020, 8070, 8082	EXTENDED NOMINATION PERIOD E.C. 8020,b, 8024, 8204,10225	****NOMINATION SIGNATURES REQUIRED**
COUNTY SUPERVISOR	Dec. 28, 2007 - Feb. 21, 2008	On or before March 7, 2008	Feb. 11 - March 7, 2008	March 12, 2008	20 - 40
SIGNERS Any registered voter may sign an in-lieu filing fee petition or nomination petition, for any **candidate for whom he or she is eligible to vote**. E.C. 8106, 8068 **CIRCULATORS** Circulators shall be voters in the district. E.C. 8066, 8106.b4 **NOTE:** Please ensure the circulator information is complete & signed by the circulator at the time of submission. E.C. 8065	Petitions-in-lieu signatures help pay for the filing fee. ***These will not be accepted after the Feb. 21st deadline. See "Nomination Period" in column 4.*** Only supplemental petition-in-lieu signatures will be accepted to replace deficient signatures after nomination papers are issued.	Any deficient signatures found may be replaced with supplemental petition-in-lieu signatures, check or cash **on or before the nomination deadline of March 7, 2008 at 5:00 p.m.**	**The filing fee must be paid** by check, cash, petition-in-lieu signatures, or a combination of these **at the time the nomination papers are issued. Credit cards will not be accepted.** ***Filing Fees are non-refundable.*** *Nomination signatures are required & they will need to be circulated during this time. See "Nomination Signatures Required" in column 6. **Petition-in-Lieu signatures* ***are due on or before the "February 21st petition-in-lieu deadline" or at the time nomination papers are issued, but in no case may petitions-in-lieu signatures be filed later than February 21st , 5:00 p.m.*** **Once petition-In-lieu signatures have been applied to the filing fee**, the number of valid "petition-in-lieu" signatures **can then be applied to the "nomination signature requirement."** **The Declaration of Candidacy must be filed during the nomination period.**	If the incumbent is eligible to run and does not file, the deadline is extended to **non-incumbents only.** If the office is **vacant**, it is **not** extended.	Candidates must file a minimum but not more than their maximum amount of "nomination signatures" to qualify. This does not apply if the candidate has **already met the nomination signature requirement by applying valid petition-in-lieu signatures to the nomination signature requirement.**

NONPARTISAN OFFICES

PETITION-IN-LIEU SIGNATURE GUIDELINES

Nonpartisan signatures must be from a registered voter who is eligible to vote for that candidate. E.C. 8106 (7) (b) (1)

A candidate can collect signatures of registered voters that reside within the district or political subdivision in which the candidate is to be voted on.

IMPORTANT: Valid petition-in-lieu signatures must first be applied to the filing fee BEFORE they can be applied to the nomination signature requirement.

A voter may sign both a candidate's nomination papers and his or her in-lieu-filing-fee petition. However, if signatures appearing on the documents are counted towards both the nomination paper and the in-lieu-filing-fee petition signature requirements, a person may only sign one of the documents. E.C. 8106 (7)

NONPARTISAN CIRCULATORS

Each circulator of a petition-in-lieu, shall be a registered voter of the district or political subdivision in which the candidate is to be voted on.

The circulator shall serve in the county in which he or she resides. E.C. 8106 (7) (b) (4)

NONPARTISAN PETITION-IN-LIEU SIGNATURE FORMS

Nonpartisan petition-in-lieu forms do not need to be notarized.

The election official needs to “review, sign and date” for proper completion when submitted.

A voter may sign both a candidate's nomination papers and his or her in-lieu-filing-fee petition. However, if signatures appearing on the documents are counted towards both the nomination paper and the in-lieu-filing-fee petition signature requirements, a person may only sign one of the documents. E.C. 8106 (7)

Petitions-in-lieu documents shall be limited to “viewing” only. The public may NOT copy or distribute copies of the documents that contain signatures of voters. E.C. 17100 (c)

NONPARTISAN OFFICES

NOMINATION SIGNATURE GUIDELINES

Signers shall be voters in the district or political subdivision in which the candidate is to be voted on and shall be affiliated with the party, if any, in which the nomination is proposed. E.C. 8068

No signer shall, at the time of signing a certificate, have his or her name signed to any other nomination papers for any other candidate for the same office, or in case there are several places to be filled in the same office, signed to more nomination papers for candidates for that office than there are places to be filled. E.C. 8069

No more signers shall be secured for any candidate than the maximum number required.

If more signers are secured than the maximum number, the officer with whom the nomination papers are filed shall, with the written consent of the candidate, withdraw the excess number. E.C. 8067

NONPARTISAN CIRCULATORS

Each circulator of a nomination form shall be a registered voter of the district or political subdivision in which the candidate is to be voted on.

The circulator shall serve within the county in which he or she resides. E.C. 8066

NONPARTISAN NOMINATION SIGNATURE FORMS

Nonpartisan nomination signature forms <u>do not NEED to be notarized</u>.

The election official needs to “review, sign and date” for completion when submitted. E.C. 8065

CANDIDATE QUALIFICATIONS AND REQUIREMENTS

NONPARTISAN OFFICES (ELECTED COUNTYWIDE)

JUDGE OF THE SUPERIOR COURT

TERM OF OFFICE

The Superior Court Judges serve a 6–year term beginning January 5, 2009.

QUALIFICATIONS

A candidate for Superior Court Judge shall:

- be a citizen of the United States; and
- be registered to vote; and
- have been a member of the State Bar for ten years immediately preceding the election; or
- have served as a judge of a California court of record for ten years immediately preceding the election.

Cal. Const. Art. VI, 15, E.C. 201

FILING REQUIREMENTS

Filing Fee or Signatures-in-Lieu of Paying Filing Fee

FILING FEE: The non-refundable filing fee is payable to the Registrar of Voters, and must be paid at the time the candidate obtains the nomination forms. The filing fee is:

- Judge of the Superior Court $1,787.89

SIGNATURES-IN-LIEU: A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petitions-in-Lieu form may be obtained from the county elections official beginning December 28, 2007. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on February 6, 2008, and prior to filing the Declaration of Intention. Supplemental signatures (to replace signatures filed by February 6, 2008, which were found not to be valid) may be filed no later than the close of business on March 7, 2008. Circulators of an in-lieu-filing-fee petition shall be a registered voter of the district in which the candidate is running. The circulator shall serve within the county in which he or she resides.

Any registered voter may sign an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote.

E.C. 8104 (b), 8105 (b), 8106 (a) (4), (5), (7)

NOMINATION DOCUMENTS AND PROCEDURES

DECLARATION OF INTENTION: Each candidate must file a Declaration of Intention between January 28, 2008 and February 6, 2008, with the county elections official in the county in which the candidate resides. If an incumbent, eligible to be elected, fails to file by the close of business on February 6, 2008, any person other than the incumbent may file a Declaration of Intention not later than the close of business on February 11, 2008.

DECLARATION OF CANDIDACY: Each candidate is required to file a Declaration of Candidacy between February 11, 2008 and March 7, 2008. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 7, 2008.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 7, 2008, any person, other than the person who was the incumbent on March 7, 2008, may file a Declaration of Candidacy not later than the close of business on March 12, 2008. No candidate for a judicial office shall be required to state his or her residential address on the Declaration of Candidacy; however the address must be provided to the elections official for verification.

E.C. 8020, 8023, 8024, 8028, 8040, 8064, 8100, 8200et seq.

NOMINATION PETITIONS: Each candidate is required to file a Nomination Petition between February 11, 2008 and March 7, 2008, containing at least 20 and no more than 40 signatures of registered voters in the jurisdiction. Each section of the Nomination Petition shall be delivered to the county elections official, not later than March 7, 2008. Circulators shall be registered voters in the jurisdiction in which the candidate is seeking election, and shall circulate the petition only in the county in which he or she resides. NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement. E.C. 8041, 8061, 8062 (3), 8066

CANDIDATE STATEMENT OF QUALIFICATIONS (OPTIONAL): Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) close and then become public record.

Statements are limited to a recitation of the candidate's own personal background and qualifications and shall not make reference to another candidate, or another candidate's qualifications, character or activities.

E.C. 13307, 13308

STATEMENT OF ECONOMIC INTERESTS (FORM 700): Government Code 87300 requires every agency to adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency, which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest.

Each candidate must file a Statement of Economic Interests (Form 700) not later than the final filing date for the Declaration of Candidacy. Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually, and within (30) days of leaving office. If an individual is appointed to an office, he or she must file not more than (30) after assuming office.

EFFECTIVE JANUARY 1, 2008, ALL CANDIDATES including those seeking offices designated in a Conflict-of-Interest Code, *must file statements of Economic Interests* no later than the final filing date for the Declaration of Candidacy or other nomination documents. SB 512

If the Statement of Economic Interests was filed within (60) days prior to the filing of a Declaration of Candidacy*, the cover page of the Statement of Economic Interests must be completed, signed, dated & filed along with a copy of the 60 day filing information*.

G.C. 87200 et seq.

VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES: At the time an individual files his or her Declaration of Candidacy, Nomination Petitions, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the **State Code of Fair Campaign Practices** and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code.

E.C. 20440

CAMPAIGN COMMITTEE FILING OBLIGATIONS

See General Information on Campaign Filing Obligations on the appropriate section of this guide or the F.P.P.C. Manual.

JUDICIAL OFFICES

JUDGE OF THE SUPERIOR COURT

SUMMARY INFORMATION IMPORTANT!

FILING FEES

Judge of the Superior Court	$1,787.89 or 7,152 Signatures-inLieu

NOMINATION SIGNATURES	20 - 40

STATEMENT OF QUALIFICATIONS	$7,790.00 (Estimate) Deadline to submit judicial candidate statements is March 7, 2008 at 5:00 p.m.

FILING PERIODS

12/28/07 - 02/06/08	Filing Period for Signatures-in-Lieu of Filing Fees
02/07/08 - 03/07/08	Filing Period to make up deficient Signatures-in-Lieu which were filed by the Declaration of Intent deadline 2/06/08 (cash, signatures or combination)
01/28/08 - 02/06/08	Filing Period for Declaration of Intention
02/11/08 - 03/07/08	Filing Period for Nomination Documents (Statement of Qualifications must be filed with Nomination Documents)
03/08/08 - 03/12/08	Extension Period for filing Nomination Documents / Statement of Qualifications (if incumbent filed a Declaration of Intention but failed to file a Declaration of Candidacy)

ALL CANDIDATES MUST FILE:

1. Declaration of Intention
2. Declaration of Candidacy
3. Nomination Petition
4. Statement of Economic Interests (Form 700)
5. Campaign Statement Forms (501, 410, 460)

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

CANDIDATE QUALIFICATIONS AND REQUIREMENTS

NONPARTISAN COUNTY OFFICES (ELECTED BY DISTRICT)

COUNTY SUPERVISOR

TERM OF OFFICE

County Supervisors serve a 4–year term beginning at noon on January 5, 2009.

G.C. 24200, 25000

QUALIFICATIONS

A candidate for County Supervisor shall:

- be a registered voter of the district for which he or she seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office; and
- reside in the district during his or her incumbency.

G.C. 25041

FILING REQUIREMENTS

Filing Fee or Signatures-in-Lieu of Paying Filing Fee

FILING FEE The non-refundable filing fee is payable to the Registrar of Voters, and must be paid at the time the candidate obtains the nomination forms. The filing fee is:

- County Supervisor $974.83

SIGNATURES-IN-LIEU: A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petitions-in-Lieu form may be obtained from the county elections official beginning December 28, 2007. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on February 21, 2008, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 21, 2008, which were found not to be valid) may be filed no later than the close of business on March 7, 2008. Circulators of an in-lieu-filing-fee petition shall be a registered voter of the district in which the candidate is running. The circulator shall serve within the county in which he or she resides.

Any registered voter may sign an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote.

E.C. 8104 (b), 8105, 8106

NOMINATION DOCUMENTS AND PROCEDURES

DECLARATION OF CANDIDACY: Each candidate is required to file a Declaration of Candidacy between February 11, 2008 and March 7, 2008. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 7, 2008.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 7, 2008, any person, other than the person who was the incumbent on March 7, 2008, may file a Declaration of Candidacy not later than the close of business on March 12, 2008.

E.C. 8020, 8022, 8028, 8040, 8064, 8100

NOMINATION PETITIONS: Each candidate is required to file a Nomination Petition between February 11, 2008 and March 7, 2008, containing at least 20 and no more than 40 signatures of registered voters in the jurisdiction. Each section of the Nomination Petition shall be delivered to the county elections official, not later than the close of business on March 7, 2008. Circulators shall be registered voters in the jurisdiction in which the candidate is seeking election, and shall circulate the petition only in the county in which he or she resides**. NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.**

E.C. 8020, 8041, 8061, 8062, (3), 8066

CANDIDATE STATEMENT OF QUALIFICATIONS (OPTIONAL): Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) close and then become public record.

Statements shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.

Refer to the appropriate section of this guide for detailed information. E.C. 13307, 13308

STATEMENT OF ECONOMIC INTERESTS (FORM 700): Government Code 87300 requires every agency to adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency, which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest.

Each candidate must file a Statement of Economic Interests (Form 700) not later than the final filing date for the Declaration of Candidacy. Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually, and within (30) days of leaving office. If an individual is appointed to an office, he or she must file not more than (30) days after assuming office.

EFFECTIVE JANUARY 1, 2008, ALL CANDIDATES including those seeking offices designated in a Conflict-of-Interest Code, *must file statements of Economic Interests* no later than the final filing date for the Declaration of Candidacy or other nomination documents. SB 512

If the Statement of Economic Interests was filed within (60) days prior to the filing of a Declaration of Candidacy, *the cover page of the Statement of Economic Interests must be completed, signed, dated & filed along with a copy of the 60 day filing information*.

G.C. 87200 et seq.

VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES: At the time an individual files his or her Declaration of Candidacy, Nomination Petition, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the **State Code of Fair Campaign Practices** and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code.

E.C. 20440

LOCAL COUNTY ORDINANCE GOVERNING CAMPAIGN CONTRIBUTION LIMITS FOR COUNTY OFFICES

IMPORTANT: The elections official shall ALSO give all county candidates (**except judicial**), a copy of the voluntary **County Code of Fair Campaign Practices** form along with the Campaign Ordinance and informational brochure regarding **"County Offices Frequently Asked Questions."**

CAMPAIGN COMMITTEE FILING OBLIGATIONS

See General Information on Campaign Filing Obligations on the appropriate section of this guide or the F.P.P.C. Manual.

COUNTY OFFICES

COUNTY SUPERVISOR

SUMMARY INFORMATION IMPORTANT!

FILING FEES

County Supervisor	$974.83 or 3,899 Signatures-in-lieu

NOMINATION SIGNATURES 20 - 40

STATEMENT OF QUALIFICATIONS

2nd District	$2,410.00 (Estimate)
3rd District	$2,780.00 (Estimate)
5th District	$2,240.00 (Estimate)

FILING PERIODS

12/28/07 - 02/21/08	Filing Period for Signatures-in-lieu of Filing Fees
02/22/08 - 03/07/08	Filing Period to make up deficient Signatures-in-lieu filed by 02/21/08 (cash, signatures or combination)
02/11/08 - 03/07/08	Filing Period for Nomination Documents (Statement of Qualifications must be filed with Nomination Documents)
03/08/08 - 03/12/08	Extension Period for filing Nomination Documents / Statement of Qualifications

ALL CANDIDATES MUST FILE:

1. Declaration of Candidacy
2. Nomination Petition
3. Statement of Economic Interests (Form 700)
4. Campaign Statement Forms (501, 410, 460)

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

CANDIDATE STATEMENT OF QUALIFICATION GUIDELINES
FOR BOTH PARTISAN & NONPARTISAN OFFICES

E.C.13307, 13308, 13312, 18351

The candidate's statement is a voluntary statement for candidates seeking PARTISAN and local **NONPARTISAN** elective offices when applicable.

*(Please note that **Partisan candidates** must have accepted the 'Voluntary Expenditures Limits' on their Form 501 - Candidate Intention Statement before they're allowed to submit a candidate statement. If the limits were not accepted at the time of filing the initial Form 501 for this election and the candidate would like to submit a candidate statement, an amendment to accept the voluntary expenditure limits is acceptable if done between the date of filing the initial Form 502 and the deadline for filing nomination papers which is March 7, 2008 at 5:00 p.m. for this election. See Form 501 - Candidate Intention Statement, for additional instructions regarding information for the Voluntary Expenditure Ceiling.)*

A candidate must sign a statement if he/she chooses not to file a statement.

The Board of Supervisors will determine the word limit and who will bear the prorated share of the cost of printing and handling of the candidate's statement for county offices.

1. **CONTENTS**

The statement may contain the name, age and occupation of the candidate and a description of the candidate's education, personal background and qualifications.

The name, age and occupation are not included in the word count.

Each statement shall be accompanied by a declaration executed under penalty of perjury, declaring that the information contained therein is true and correct.

2. **FORMAT AND WORD COUNT**

In order to insure uniformity of candidates' statements, the candidate must prepare the statement as follows:

a. Submit typed or word processed copy only.

This may be prepared on a separate sheet of paper, cut and taped onto the candidate statement form. Hand written statements are not acceptable.

a. Submit statement in **paragraph block form**.

Outline form is not acceptable. The statement will be set with **both left and right justified margins**.

c. Lists and enumerations will be wrapped as a single paragraph.

Multiple single sentence paragraphs that do not fit in the space will be wrapped.

Indented text, if submitted, will be run together as a sentence.

d. Confine the statement to the word limit assigned by the governing body of your jurisdiction.

e. Please use the "word count standard" provided by the Election Department. This information helps determine the correct number of words being used in the candidate statement.

f. Statements shall be written in the first person (e.g. "I am running…" not "She is running…" or "Jane Doe is running…"

g. *Italics*, **bold Print,** underlining, bullets, stars and asterisks are not allowed.

h. Only standard use of capital letters will be accepted. No statement will be printed in "ALL CAPS".

i. All regularly hyphenated words that appear in any generally available dictionary will be accepted as one word.

j. Check the statement for errors in spelling, punctuation, and grammar.
No corrections **on the candidate statement** will be allowed after the candidate has filed his nomination documents. E.C. 13307 (3)

k. Statements will be printed in the random alphabet order used for placement of candidates names on the official ballot. Statements do not rotate.

3. **EMAIL CANDIDATE STATEMENT**

a. The Contra Costa County Election Department will only accept candidate statements by email at **CFile@vote.cccounty.us**

b. The candidate statement will be prepared for the voter pamphlet upon confirmation that the candidate statement has been paid & filed, based upon the provisions set forth in the district's resolution.

c. Absolutely no corrections or changes are allowed after the candidate statement has been officially filed. E.C. 13307 (3)

4. **PROVISION**

In the case where a candidate submits a statement that is not in conformance with guidelines provided, such statement will be reformatted and set in uniform type by the elections official.

5. **RESTRICTIONS**

The candidate's statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

6. **LIABILITY**

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Voter Information Pamphlet.

Any candidate who knowingly makes a false statement of material fact in a candidate's statement prepared pursuant to Elections Code Section 13307, with the intent to mislead the voters in connection with his or her campaign for nomination of election to a nonpartisan office is punishable by a fine not to exceed $1,000.00.

7. **CONFIDENTIALITY**

The candidates' statements shall remain confidential until after the close of the filing period for the office sought. E.C. 13311

8. **WITHDRAWAL**

The candidate statement may be withdrawn, **but NOT changed**, until 5:00 p.m. on the next business day after the close of the nomination period for the office sought.

9. **EXAMINATION PERIOD**

After the deadline for filing nomination papers, anyone may examine any candidate's statement and may purchase copies thereof.

During a 10-calendar day period commencing the day after the close of nomination, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction requiring any or all of the material in a candidate's statement to be amended or deleted.

10. **TRANSLATIONS**

The Federal Register published on Friday July 26, 2002, designated Contra Costa County as a covered jurisdiction for Spanish.

This means the County as well as all cities and districts within the County must now provide materials for voters, including candidate statements and measure voter pamphlets, in Spanish as well as in English.

11. **DETERMINATION BY DISTRICT**

All districts establish the maximum number of words per statement.

The districts also establish whether the district or the candidate will bear the prorated share of the cost and whether the candidates are required to pay in advance in order to have their statements included in the Voter's Information Pamphlet in English and Spanish.

12. **ESTIMATED COST**

The estimates quoted are based on one statement per candidate in English and Spanish.

Candidates who are required to prepay the estimated cost will be either billed for the additional cost or refunded any overpayment following the election.

Actual costs may vary substantially from the estimate, depending on the number of candidates in a particular contest.

Estimates are for statements not exceeding 300 words unless noted.

If a governing body, prior to the date nominations open, opts to increase the number of words to exceed 300 (Example 301-400), the estimated cost will double.

If the format of the statement causes the information to move to a second page, the estimated cost will double.

13**. FILING INFORMATION**

Candidates' statements shall be emailed before nomination papers are returned for filing.

GUIDELINES FOR PREPARING
CANDIDATE STATEMENT OF QUALIFICATIONS

PREPARATION OF CANDIDATE STATEMENT ▸ Shown below is a reduced facsimile of a Candidate Statement of Qualifications form.

Note that the first paragraph in the upper portion contains information as to the limitations on the number of words and the cost of printing and handling your statement. This portion of the form is to be completed by the officer issuing the form. The statement shown below has been prepared in upper and lower case, block paragraph form. The candidate has corrected and initialed a typographical error (had she not corrected this error it would have been typeset as submitted). You should complete this portion, date and sign where indicated.

CANDIDATE STATEMENT OF QUALIFICATIONS
For the **Direct Primary Election** to be held **June 3, 2008**

Instructions to Candidate:

- This statement may include your age…
- Statements must be emailed to the official filing agent prior to filing the nomination documents.
- Prepare statements according to the following rules:
  - Statements must be…
- Statements which do not conform to the rules will be corrected by the elections official in order …
- Despite formatting changes mentioned above, check carefully for…

Official issuing form to complete → NO MORE THAN 300 WORDS ESTIMATED COST: $ 800 TO BE PAID BY: CANDIDATE X DIST:____

My name is: *ELITA P. SNODGRASS*
My age is (Optional): *32*

If either age or occupation is left blank, none will be printed

Occupation may be more descriptive than ballot designation that appears on the official ballot. → **My occupation is**: Businesswoman

(STATEMENT / WORD COUNT BEGINS BELOW)

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

I am looking forward to serving you on the Washington Unified School District Governing Board.

E.P.S.

Thank you for your votes.

All statements should be prepared in upper and lower case lettering, block paragraph style

Statements need to be written in first person

Correct any typos and initial, prior to filing

Dated _____, 2008 _____
Signature Candidate

Please sign and date where appropriate

I do not elect to file a statement as permitted by E.C. 13307

_____
Candidate please sign here if choosing not to file a statement

SAMPLE ONLY

WORD COUNT STANDARD
CANDIDATE STATEMENT OF QUALIFICATIONS AND MEASURE ARGUMENTS
(Elections Code 9)

The following are the guidelines for computing the word count:

The title of the office or measure, name, age and occupation lines, and the signatures are not included in the word count - only the text is counted.

Dictionary words	one word
The words “a”, “the”, “and”, “an”	one word
Abbreviations - UCLA, PTA	one word
Abbreviations - U.C.L.A., P.T.A.	separate words
All geographical names shall be counted as one word - (e.g. “City and County of San Francisco” or “West Contra Costa Unified School District”) E.C. 9, (9), (a), (3) Bishop Ranch	one word two words
Whole Numbers - Digits (1 - 10 - 100, etc.) Spelled out numbers - (ten)	one word one for each word
Number combinations (1990, 18 2, 1990-1991, 5%)	one word
Dates - all digits (11/5/96) Word and digits (June 2, 1998)	one word two words
Monetary amounts: If the dollar sign is used with figures - $1,000 Spelled out (one thousand dollars)	one word three words
Regularly hyphenated words: Hyphenated words that appear in any generally available dictionary, printed in the United States within the past 10 years, shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words. Mother-in-law One-half	 one word two words
Normal punctuation	not counted
Telephone Numbers	one word
Website Addresses (i.e. www.com.etc)	one word
If measure designation (example: Measure “A”) is used in the text.	one word

Please note: It is the administrative policy of this office that *italics*, **bold print**, underlining, bullets, stars and asterisks **will not be permitted on candidate statements.**

Only standard use of capital letters will be accepted.

BALLOT DESIGNATION GUIDELINES

Assembly Bill 1090 went into effect for the year 2008. It requires a candidate who submits a ballot designation with his or her nomination documents to also submit and file a 'Ballot Designation Worksheet'. The worksheet must provide information to support the use of these words with the elections official at the same time that the candidate files his or her Declaration of Candidacy.

On the following pages is information from the 'Secretary of State's Regulations for Ballot Designations.' Please use them as a guide in determining an acceptable ballot designation to be used on the Declaration of Candidacy when filing your nomination documents.

§ 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(2).
Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited "incumbent," as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation "Incumbent."

(c) The word "incumbent" is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code
§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).
Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

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(1**) "Profession" means** a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline of learning or science. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."
(2) **"Vocation" means** a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

(3) **"Occupation" means** the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) **"Principal," as that term is used in Elections Code § 13107**, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only

nominal, pro forma, or titular in character does not meet the requirements of the statute.

(1) If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or her nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if (i) the candidate's licensure status is "inactive" at the time the candidate files his or her

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nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code § 13107 and the regulations included in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.
(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code § 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

(f) Pursuant to Elections Code § 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all

words must be spelled correctly.
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(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as the term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of . . . ," "County of . . . ," or "City and County of . . ." Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento.
(4) An acronym shall be counted as one word.
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code
§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(4).

(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase "appointed incumbent" if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."

(b) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word "appointed" in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word "appointed."

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(4).
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code
§ 20716. Unacceptable Ballot Designations.

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with, or is otherwise inappropriate pursuant to,

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Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) **The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations** pursuant to Elections Code § 13107, subdivision (a)(3):

(1) ***Avocations*:** An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work, and matters pursued as an amateur.

(2) ***Pro Forma Professions, Vocations and Occupations:*** Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, volunteer

firefighter, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) ***Statuses:*** A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.
(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, tradename, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget® Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible

designations include "Former Congressman," "Ex-Senator," and "Former Educator."
(h) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

(1) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;

(2) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;

(3) The candidate has reached at least the age of 55 years;

(4) The candidate voluntarily left his or her last professional, vocational or occupational position;

(5) If the candidate is requesting a ballot designation indicating that he or she is a retired public official, the candidate must have previously voluntarily retired from public office**,** not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;

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(6) The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,

(7) The candidate's retirement benefits are providing him or her with a principal source of income.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20717. Requests for Supporting Documentation.

In addition to the Ballot Designation Worksheet requested to be filed with the Secretary of State pursuant to § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials and the rendering of a summary, final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate.

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When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20718. Communication of Decisions Regarding Ballot Designations.

(a) An official copy of the decision of the Secretary of State regarding a candidate's ballot designation will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit an unofficial copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission sent to the facsimile number listed on the candidate's Ballot Designation Worksheet. When the candidate does not have reasonable access to a facsimile machine, the Secretary of State will transmit to the candidate, at the candidate's request, an unofficial copy of the decision by means of overnight express delivery to the address listed on the candidate's Ballot Designation Worksheet provided. If the candidate has not submitted a Ballot Designation Worksheet, the Secretary of State will transmit an official copy to the facsimile number provided by the candidate or, if the candidate does not have reasonable access to a facsimile machine, by overnight express mail to the address provided by the candidate.
(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20719. Service of Legal Process Regarding Ballot Designations.

(a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot

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designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, Legal Affairs Unit, Executive Office of the Secretary, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State in the Legal Affairs Unit to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or

(b) above to the elections official in the county of the candidate's residence and any other county in the district.
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

Article 1. General Intent

20400 The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420 As used in this chapter, “Code” means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440 At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000, as shown on the Code of Fair Campaign Practices) of the Government Code, an initial campaign statement on behalf of the committee.

20441 The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442 The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443 Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

20444 In no event shall a candidate for public office be required to subscribe to or endorse the code.

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold, in order that, after vigorously contested, but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammeled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

(1) **I SHALL CONDUCT** my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit such criticism.

(2) **I SHALL NOT USE OR PERMIT** the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.

(3) **I SHALL NOT USE OR PERMIT** any appeal to negative prejudice based on race, sex, religion, national origin, physical health status, or age.

(4) **I SHALL NOT USE OR PERMIT** any dishonest or unethical practice which tends to corrupt or undermine our American system of free elections, or which hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

(5) **I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees.

(6) **I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE** support deriving from an individual or group which resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics which I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

(7) **I SHALL DEFEND AND UPHOLD** the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

_____ _____

Signature Date

_____

Print Name

CAMPAIGN DISCLOSURE

Government Code 81000 et seq.

*State law requires candidates (and their committees, if any) to file one or more **Campaign Statements** disclosing their campaign receipts and expenditures in connection with an election.*

*In addition, a newly organized committee must file a **Statement of Organization** (Form 410.)*

*After all campaign activity has ended, a **Statement of Termination** (Form 410) must be filed with Secretary of State and a copy with the Election Department.*

***Candidates must** file with the local filing office a **Candidate Intention Statement** (Form 501), **before** they solicit or receive any contributions (including loans).*

Payment from candidate's personal funds for a candidate filing fee or a candidate statement does not count as a "contribution" or "loan." However, all other expenses from the candidate's personal funds are considered contributions.

***NOTE:** The law provides for a $10 per day late filing penalty if filing deadlines are not met.*

CAMPAIGN REPORTING REQUIREMENTS
CAMPAIGN FILING OBLIGATIONS

Except as noted below, an individual who intends to be a candidate for an elective office must file Form 501. Please see instructions on the Form 501 for the filing requirements. For State Candidates, Form 501 is filed with the Secretary of State. Local Candidates file with the appropriate local filing officer for their jurisdiction.

G.C. 85200 et seq.

FORM 501 – **Candidate Intention Statement** ▸ This statement must be filed before a candidate solicits or receives any contributions or loans from others or before any expenditures are made from personal funds on behalf of his/her candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

G.C. 85200

Exception: Form 501 is not required to be filed by candidates who do not intend to receive any contributions or loans, and the only expenditures from personal funds would be for payment of the filing fee and Statement of Qualifications. Form 501 is not used to obtain a Committee Identification Number.

FORM 410 – **Statement of Organization** ▸ In addition to the above mentioned form, a Form 410 must be filed with the Secretary of State's Office to obtain a Committee Identification Number. Form 410 must be filed if a candidate or committee receives contributions or loans totaling $1,000 in a calendar year. This statement must be filed within 10 days of opening a campaign bank account at a financial institution in California. All personal funds and/or contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in the campaign bank account prior to expenditure. All campaign expenditures shall be made from the account. For more details, refer to Information Manual 2.

G.C. 85201 (f), (g)

FORM 470 – **Officeholder/Candidate Campaign Statement–Short Form** ▸ Candidates for office who expect to receive or spend less than $1,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement).

G.C. 84206(a), (b)

FORM 470 – **Supplement** ▸ Any candidate who files a Form 470 and who subsequently has $1,000 or more in receipts and/or expenditures during the six months prior to his/her election must send a notice to the Secretary of State, the local filing officer, if any, and to all candidates for the same office. This notice must be sent within 48 hours. After a supplemental 470 is filed, the candidate or office holder will be required to file a Form 410 & 460. Detailed information concerning the notice required is included on the Supplemental Form 470.

G.C. 84206(c)

FORM 460 – Recipient Committee Campaign Statement ▸ Candidates for office who receive contributions or have expenditures in excess of $1,000 must file pre-election and semi-annual campaign statements during the year in which their election is being held. For candidates involved in the June Primary Election, the first semi-annual campaign statement must be filed no later than January 31, 2006; the first pre-election campaign statement is due not later than March 22, 2006; the second pre-election campaign statement is due no later than May 25, 2006; and the second semi-annual campaign statement must be filed no later than July 31, 2006. Please refer to the Campaign Report and Statement Filing Schedule in this guide for the actual filing periods covered by each statement.

G.C. 84200 et seq.

Termination: Once contributions and expenditures for a particular office cease, all funds are expended, the ending cash balance is $0.00, and the bank account is closed, **an original and one copy of Form 410 must be filed with the Office of the Secretary of State.** Additionally, you must file a copy of Form 410 along with an original and one copy of the final campaign statement (Form 460) with the appropriate filing officer.

G.C. 84214

PRE–CAMPAIGN REPORTING REQUIREMENTS FOR CANDIDATES AND/OR COMMITTEES

Form 501 – Candidate Intention Statement

Who files:

A candidate for state or local office must file Form 501 prior to solicitation or receipt of any contribution or expenditure of any personal funds used for the election.

You must file a separate Form 501 for each election, including reelection to the same office.

Exception: This form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or Statement of Qualifications in the sample ballot or ballot pamphlet.

When to file:

Form 501 must be filed before you solicit or receive any contributions or before you make any expenditure from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered.

Exception: A candidate may use his or her personal check to pay the filing fee and/or Statement of Qualifications fee, if the campaign bank account has not been opened at the time such payments are due and before Form 501 is filed.

Pursuant to Government Code §84300 (a), no contribution of one hundred dollars ($100) or more shall be made or received in cash. Pursuant to Government Code §84300(b), no expenditure of one hundred dollars ($100) or more shall be made in cash.

Where to file:

State Candidates send original to:	Secretary of State Political Reform Division 500 11th Street, Room 495 Sacramento, CA 95814
Local Candidate send original to:	The appropriate local filing officer.

See California Form 501 for additional instructions and filing requirements.

Form 410 – Statement of Organization

Definitions:

Recipient Committee A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling $1,000 or more during a calendar year.

Contribution The term "contribution" includes monetary payments, loans and non-monetary goods or services.

Personal Funds – *Candidates* The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions and are counted towards qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee or a fee for the Statement of Qualifications to appear in the ballot pamphlet <u>are not</u> counted toward the $1,000 threshold.

Pursuant to Government Code §84300(a), no contribution of one hundred dollars ($100) or more shall be made or received in cash. Pursuant to Government Code §84300(b), no expenditure of one hundred dollars ($100) or more shall be made in cash.

<u>When to file</u>:

File the Form 410 within 10 days of receiving $1,000 in contributions. The date this form is postmarked is the date it is considered filed.

A recipient committee qualifying during the 16 days prior to an election in which it must file pre-election statements must file a Form 410 (or the information required on a Form 410) by telegram or personal delivery within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements. A Form 410 must also be filed with the Secretary of State within 10 days.

A recipient committee qualifying during the 16 days prior to an election in which the committee makes independent expenditures or $1,000 or more to support or oppose a candidate in that election must file the Form 410 (or the information contained on the Form 410) within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements and with the filing officer(s) for the candidate(s) supported or opposed by the independent expenditure. These filings must be made by fax, telegram, personal delivery or online (if online filing is available).

<u>Where to file</u>:

All Committees send original & one copy to:	Secretary of State Political Reform Division 1500 11th Street, Room 495 Sacramento, CA 95814
County & City Committees send copy to:	The appropriate local filing officer.

You will receive written notification from the Secretary of State's Office assigning an identification number to your committee. (Identification numbers are also posted on the Secretary of State's web site at www.cal-access.ss.ca.gov.)

See California Form 410 for additional instructions and filing requirements.

DIRECT PRIMARY ELECTION
JUNE 3, 2008

ELECTION CAMPAIGN REPORT AND STATEMENT FILING SCHEDULE

Candidates for Local Office (Including Superior Court Judges)
Committees Primarily Formed to Support/Oppose Local Candidates
Committees Primarily Formed to Support/Oppose Local Measures

Filing Deadline	Type of Statement	Period Covered by Statement [1/]	Method of Delivery
January 31, 2008	Semi-Annual	[1/] - 12/31/07	• Personal Delivery • First Class Mail
March 24, 2008 [2/]	Pre-Election	1/1/08 – 3/17/08	• Personal Delivery • First Class Mail
May 22, 2008	Pre-Election	3/18/08 – 5/17/08	• Personal Delivery • Guaranteed Overnight Service
Within 24 Hours	Late Contributions [3/] and Independent Expenditures of $1,000 or More [4/]	5/18/08 – 6/2/08	• Personal Delivery • Guaranteed Overnight Service • Fax
May 30, 2008 12:00 Noon	Pre-Election (County Candidates Only)	5/18/08 - 5/29/08 Midnight	• Personal Delivery by 12:00 Noon
July 31, 2008	Semi-Annual	[1/] - 06/30/08	• Personal Delivery • First Class Mail

Footnotes:

1/ The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been field.

2/ Because the March 22 deadline falls on Saturday, this filing deadline is extended to March 24, 2008.

3/ The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.

4/ A controlled committee of a candidate may not make an independent expenditure to support or oppose another candidate.

Additional Notes:

Primarily Formed Ballot Measure Committees:

Prior to the semi-annual period in which the measure(s) supported or opposed is being voted on, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required. Contact the FPPC for specific information.

Candidates:

Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.

- Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements are subject to a $10 per day late fine.
- All statements are public documents.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- Refer to the appropriate campaign disclosure manuals for information on where to file statements.

As of the date of this publication (10/07), the FPPC Campaign Disclosure Manuals for local candidates (Manual 2) and for committees primarily formed to support or oppose a ballot measure (Manual 3) contain the most recent information on campaign disclosure requirements. Be sure to check the FPPC web site (www.fppc.ca.gov)for updated information.

FPPC Toll Free Helpline: 866-ASK-FPPC

DIRECT PRIMARY ELECTION
JUNE 3, 2008

WHERE TO FILE

MOST COMMONLY USED FORMS	FILING OFFICERS	FILE
FORM 501		
Any candidate for state or local office in California **must file this form before soliciting or receiving campaign contributions.**	County Clerk or City Clerk. Exception: Superior court candidates file with Secretary of State	Original & 1 copy
FORM 410		
Individuals or groups organizing a committee.	Secretary of State	Original & 1 copy
	County Clerk or City Clerk	2 copies
TYPES OF OFFICE **FORMS 460, 470, 425, 450**		
Judicial Offices Superior court judges, candidates for superior court judge, their controlled committees and primarily formed committees	Secretary of State	Original & 1 copy
	County of domicile or county with the largest number of registered voters in the jurisdiction.	2 copies
Multi-County Offices Elected officers in local agencies that have jurisdiction in two or more counties, candidates for these offices, their controlled committees, and primarily formed committees	County with the largest number of registered voters in the jurisdiction	Original & 1 copy
	County of domicile, if different from above.	2 copies
County Offices Elected county officers, candidates for these offices, their controlled committees, and primarily formed committees	County Clerk	Original & 1 copy
	County of domicile, if different from above.	2 copies
City Offices Elected city officers, candidates for these offices, their controlled committees, and primarily formed committees.	City Clerk	Original & 1 copy

ADDRESSES OF FILING LOCATIONS

SECRETARY OF STATE
Political Reform Division Sacramento, CA 95812-1467 **www.ss.ca.gov**
FAIR POLITICAL PRACTICES COMMISSION (FPPC)
P. O. Box 807 Sacramento, CA 95812-0807 1-866-ASK-FPPC / www.fppc.ca.gov Forms may also be downloaded from the FPPC'S website.
FEDERAL ELECTION COMMISSION
(800) 424-9530 / www.fec.gov Federal campaign disclosure laws, contributions to/from national banks, national corporations & foreign nationals
CONTRA COSTA COUNTY ELECTION DEPARTMENT
555 Escobar Street Martinez, CA 94553 925.335.7874 - 925.335.7842 FAX

CAMPAIGN DISCLOSURE INFORMATION MANUALS

The Fair Political Practices Committee (FPPC) prepares campaign disclosure information manuals that provide information on who must file, when campaign statements must be filed, where statements are to be filed, etc. Current manuals are available at the Registrar of Voters office. Candidates or committees must check to be sure they are using the correct manual.

- **Manual 1** is for state candidates, their controlled committees, and primarily formed committees for state candidates.
- **Manual 2** is for local candidates, superior court judges, their controlled committees, and primarily formed committees for local candidates.
- **Manual 3** is for committees primarily formed to support or oppose a ballot measure.
- **Manual C** is for general purpose recipient committees including political action committees.
- **Manual E** is for independent expenditure and major donor committees.
- **Manual F** is for slate mailers.

CAMPAIGN FINANCE PROHIBITIONS

Federal and State law provide for the following prohibitions regarding campaign funds:

- Transfers to candidates subject to contribution limits and to committees, which make contributions to candidates and officeholders. (Govt. Code '85304)
- Cash contributions/expenditures of $100 or more. (Govt. Code '84300)
- Anonymous contributions of $100 or more. (Govt. Code '84304)
- Contributions made in the name of another person. (Govt. Code '84301)
- Commingling contributions with personal funds. (Govt. Code '84307)

- Newsletters sent at public expense. (Govt. Code '89001)
- Personal use of campaign funds. (Govt. Code '85800, et. seq.)
- Contributions from national banks, national corporations, foreign nationals. (Federal Election Campaign Act, 2 U.S.C. '441b and e)
- Raffles (Penal Code '319)

SUMMARY OF FORMS

FORM 410: Statement of Organization & Termination. Individuals or groups organizing a committee use form 410. File original with Secretary of State and copy to the Election Department.

FORM 410 (AMENDED): An amendment of the Statement of Organization must be filed when changes are made to a committee (i.e. if the treasurer changes).

FORM 425: Semi-Annual Statement of No Activity. Not to be used by candidate controlled committees.

FORM 450: Recipient Committee Campaign Statement - Short Form to be used by organization and unions opposing or supporting measures.

FORM 460: California Long Form - The three former “long form” campaign reports (Form 419, 420, 490) have been combined into one form for use by all candidates and committees. An amendment box is provided to identify amended filings.

FORM 460 is used by state and local recipient committees that have filed a Form 410 and have raised or spent $1000 or more, including personal funds, in a calendar year.

FORM 461: Independent Expenditure Committee and Major Donor Committee Campaign Statement.

FORM 465: Supplemental Independent Expenditure Report. Officeholders, candidates or committees who make independent expenditures totaling $1,000 or more in a calendar year to support or oppose a single candidate, a single ballot measure, or the qualification of a single ballot measure file this form.

FORM 470: Candidate and Officeholders Campaign Statement - Short Form. Candidates and officeholders who spend less than $1000 for the calendar year file Form 470 once a year. If Form 470 is filed with the declaration of candidacy, or on or before the first pre-election filing deadline, no additional campaign statement need be filed in connection with the election as long as total receipts and expenditures remain less than $1000.

FORM 470 (SUPPLEMENTAL): Supplemental Candidate and Officeholder Campaign Statement. This form applies to candidates and officeholders who have filed a Form 470 and subsequently receive contributions or make contributions totaling $1000 or more for a calendar year. Once a Supplemental Form 470 is filed, the candidate or officeholder will be required to file a Form 410 & 460.

FORM 495: Supplemental Pre-election Campaign Statement. Officeholders, candidates or committees who make contributions total $5000 or more in a calendar year file a Form 495.

FORM 496: Late Independent Expenditure Report. Officeholders, candidates or committees who make independent expenditures totaling $1000 or more to support or oppose a single candidate or measure during the 16 days prior to the election.

FORM 497: Late Contribution Report used to report contributions from a single source of $1000 or more, 16 days immediately prior to the election.

FORM 501: Candidate Intention Notice. Any candidate for state or local office in California must file this form before soliciting or receiving campaign contributions (including loans and use of personal funds).

CAMPAIGN PRACTICES

The complete text of Government Code 84305 is required by law to be issued to each candidate. Summaries of some other code sections concerning campaign practices, as well as information concerning political signs, are also provided below for the benefit of candidates and campaign committees.

STATEMENT OF ECONOMIC INTERESTS

Pursuant to Government Code 87200-01, every candidate for an office specified below shall file no later than the final filing date of a Declaration of Candidacy, a statement disclosing his or her investments and his or her interests in real property, and any income received during the immediately preceding 12 months.

State Senator

Member of the State Assembly

Superior Court Judges

Member, Board of Supervisors

A Statement of Economic Interests Instruction manual and necessary forms will be provided to all applicable candidates. Statement of Economic Interests for the above listed candidates must be filed by March 7, 2008.

The Registrar of Voters' office is the filing official for Statements of Economic Interests in conjunction with candidacy for specified elective offices only. Assuming office statements, annual statements, and leaving office, Statement of Economic Interests statements are filed with the filing officer of the applicable jurisdiction (i.e. local offices with the County Clerk/Recorder).

POSITION ON THE BALLOT

Division 20 of the California Elections Code

State Random Alphabet List E.C.13112 (b) (1)

The Secretary of State conducts a random drawing of the alphabet on the 82nd day before the Direct Primary Election which is March 13, 2008.

Registrar of Voters and County Clerks throughout the state will follow this alphabet.

Names of candidates will be arranged on the ballot in accordance with the random alphabet.

County Random Alphabet List E.C. 13111 (1)

The County Elections Official conducts a county random drawing of the alphabet on the 82nd day before the Direct Primary which is March 13, 2008 for placement of State Senate and Assembly candidates on Contra Costa County ballots.

WRITE-IN CANDIDACY

E.C. 8600

A person whose name does not appear on the ballot may run for office as a write-in candidate.

There is no fee or charge required of a write-in candidate except in the case of a city office as provided in Section 10228. E.C. 8604

Write-in votes will be counted, however, only for qualified write-in candidates who file the required forms no later than 14 days (May 20, 2008) prior to Election Day.

Forms will be available 57 days (April 7, 2008) prior to Election Day. E.C. 8600, 8601

To qualify as a write-in candidate for a particular office, a person shall file:

- Statement of Write-in Candidacy
- Circulate nomination papers for signatures within the jurisdiction and leave them for examination with the county election official of the county in which the signers reside. E.C. 8601

Additional forms required of other candidates who have filed nomination papers during the regular nomination period, must also be filed by write-in candidates.

Signers must be of the political party whose nomination the write-in candidate is seeking in the primary.

The "Code of Fair Campaign Practices" form shall be issued to write-in candidates. This form is optional. If in agreement, the candidate may sign and submit the form. This form is not mandatory and is not necessary for the candidate to file.

The complete text of Government Code 84305, regarding mass mailing information, is required by law to be issued to each candidate.

The Candidate's Statement form does not apply to write-in candidates.

The required number of signatures must be verified in the same manner as on a regular nomination paper.

MASS MAILING REQUIREMENTS

G.C. 84305

As defined in Government Code 82041.5, "Mass mailing" means more than two hundred substantially similar pieces of mail, but does not include a form letter or other mail that is sent in response to an unsolicited request, letter, or other inquiry.

a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of slate mail in the mass mailing and on at least one of the inserts included within each piece of slate mail in no less than 8-point type which shall be in a color or print which contrasts with the background as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State's Political Reform Division.

b) If the sender of the mass mailing is a single candidate or committee, the name, street address and city of the candidate or committee need only be shown on the outside of each piece of mail.

c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

MASS MAILING PROHIBITIONS

G.C. 89001

No newsletter or other mass mailing shall be sent at public expense. For further information contact the Fair Political Practices Commission. G.C. 89001

Signers must be of the political party whose nomination the write-in candidate is seeking in the primary.

The "Code of Fair Campaign Practices" form shall be issued to write-in candidates. This form is optional. If in agreement, the candidate may sign and submit the form. This form is not mandatory and is not necessary for the candidate to file.

The complete text of Government Code 84305, regarding mass mailing information, is required by law to be issued to each candidate.

The Candidate's Statement form does not apply to write-in candidates.

The required number of signatures must be verified in the same manner as on a regular nomination paper.

SLATE MAILER ORGANIZATIONS

G.C. 82048.3, 82048.4, 84108

Slate mailer organizations must register with the Secretary of State and file periodic reports on their slate mailer activities. The law applies to slate mailers that support or oppose four or more candidates or measures.

A slate mailer organization is defined as any individual or group who, directly or indirectly, does all of the following:

- Is involved in the production of one or more slate mailers and exercises control over the selection of the candidates and measures to be supported or opposed in the slate mailers; and
- Receives or is promised payments totaling $500 or more in a calendar year for the production of one or more slate mailers.

POLITICAL ADVERTISING REQUIREMENTS - NEWSPAPERS

E.C. 20008

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type of lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type (whichever is larger), the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

As used in this section, "paid political advertisement" shall mean and shall be limited to published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

FALSE OR MISLEADING INFORMATION TO VOTERS

No candidate shall, in his occupational designation on the ballot, assume a designation that would mislead the voters. E.C. 13107

Every candidate is guilty of a misdemeanor who pretends or implies that he/she is an incumbent of a public office or that he/she has acted in the capacity of a public officer when this is not the case. E.C. 18350

Any candidate who knowingly makes a false statement of material fact in a candidate's statement, with the intent to mislead the voters, is punishable by a fine not to exceed $1,000. E.C. 18351

Every simulated ballot shall bear a printed notice (see E.C. 20009 for details) stating that this is not an official ballot but rather an unofficial marked ballot prepared by (name and address of person or organization responsible); no official seal or insignia may appear on the envelope in which it is contained.

Every person is guilty of a misdemeanor who distributes, or causes to be distributed, literature to voters that includes a designation of a voter's polling place other than the precinct-polling place listed for the voter in the latest official precinct-polling list at sometime not more than 30 days prior to such distribution. E.C. 18302

VOTER REGISTRATION INFORMATION

E.C. 2188, 2194

Voter registration information is confidential except for election, scholarly, journalistic, political, or governmental purposes. E.C. 2194

Any person, organization, company, committee, association or group requesting voter registration information must complete an application provided and maintained by the Registrar of Voters.

This also applies to indexes, absentee voter list and election officer & polling place list.

Duplication, distribution or selling of this information by anyone other than the Registrar of Voters is prohibited.

It is a misdemeanor to knowingly use or permit the use of all or part of that information for any purpose other than as permitted by law. E.C. 18109

It is a misdemeanor for any person knowingly to acquire possession or use of voter registration information without first complying with Elections Code Section 2188, which requires an application for voter registration information.

VOTE BY MAIL BALLOT INFORMATION

Who may vote by mail?

Any registered voter who requests a Vote by Mail ballot in writing may vote by mail. E.C. 3001, 3003

Permanent Vote by Mail Voter Information - Any voter may apply for permanent Vote by Mail status. A voter will lose his or her permanent Vote by Mail status if he or she does not return a Vote by Mail ballot in two consecutive **statewide general elections**. E.C. 3201, 3206

Mail Ballot Precinct Information - Though technically not Vote by Mail voters, voters who reside in a precinct that has fewer than 250 registered voters 88 days prior to an election may be declared to be in a "mailed ballot precinct." When this occurs, all voters in that precinct will automatically be mailed a Vote by Mail ballot' **no application is necessary.** Because of the increasing number of jurisdictions with overlapping boundaries that hold elections at the same time, the number of mailed ballot precincts has increased. Voters should check the back of their Sample Ballots to see if they are in a mailed ballot precinct, as these precincts may change from one election to another.

What Information Must Be Provided to Obtain a Vote by Mail Ballot?

To obtain a Vote by Mail ballot, voters must apply in writing to the local elections official. As required by law, an application for a Vote by Mail ballot is always included in the Sample Ballot sent to each voter in the county prior to each election; however, no application form is necessary. A voter may write a note to the local elections official requesting a Vote by Mail ballot. The request shall contain the following:

1. The voter's **printed name**

2. The voter's **residence address**

3. The mailing address to which the **voter wants the Vote by Mail ballot sent**

4. The **name and date of the election** for which the voter is applying

5. The **voter's signature**

In Contra Costa County mail request to: **or Fax your request to:**

Contra Costa County Registrar of Voters 925.335.7838
P.O. Box 271
Martinez, CA 94553

E.C. 3001, 3006

When to Apply for a Vote by Mail Ballot

Elections officials process applications and mail Vote by Mail ballots during the period 29 - 7 days prior to an election. A voter may submit an application prior to this time, but the elections official will hold it until the 29th day. Applications for Vote by Mail ballots **that are to be mailed to the voter** cannot be processed if received less than 7 days prior to an election. Vote by Mail ballots are available in the Registrar of Voters Office until 8:00 p.m. on Election Day.
E. C. 3001

Distributing Applications for Vote by Mail Ballots

Any candidate, group of candidates, ballot measure committee or other political organization that intends to conduct a Vote by Mail voter drive, should note the following information regarding distribution of applications for Vote by Mail ballots. Before you do anything, contact your local elections official.

Uniform Vote by Mail Voting Application

The Secretary of State has prepared a uniform application format for a Vote by Mail ballot for use by all individuals, organizations and groups distributing Vote by Mail ballot applications. Failure to conform your application to the uniform format is a misdemeanor. A master Vote by Mail ballot application form will be provided by the Registrar of Voters Office, 555 Escobar Street, Martinez, CA 94553.

Important Information

To ensure accuracy, the voter should fill out all the information on the application; however, the following information may be preprinted on the application form:

1. The voter's name and residence address as they appear on the voter's affidavit of registration
2. The name and date of the election for which the Vote by Mail ballot is being requested
3. The deadline date by which the application must be received by the elections official

There is a separate section of the form to indicate a mailing address if the voter wishes to receive his or her ballot at an address other than his or her residence address. This information **may not** be preprinted and may only be completed by **the voter**. The mailing address to which a Vote by Mail ballot is requested to be sent **may not** be the address of any political party, political campaign headquarters, or a candidate's residence. This provision does not apply to a candidate, or to a candidate's immediate family or housemates, who request that a Vote by Mail ballot be mailed to the candidate's residence address.

The voter must **personally** affix his or her signature.

Any application containing preprinted information shall contain the following statement (verbatim) printed conspicuously on the form:

You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside.

The name, address and telephone number of any organization, individual or group that authorizes the distribution of applications shall be printed on the application.
Any individual, organization or group that distributes applications for Vote by Mail ballots and receives completed application forms shall deliver the forms to the appropriate elections official **within 72 hours** of receipt. It is a crime to delay the return of a Vote by Mail ballot application.

Vote by Mail ballot applications provided by a group or organization shall be sent by nonforwardable mail.

Any individual, group or organization that knowingly distributes any application for a Vote by Mail ballot that does not conform to the state requirements is guilty of a misdemeanor.

Voters who use a Vote by Mail ballot application provided by an individual, group or organization must attest to the truth and correctness of the contents and sign under penalty of perjury.

The Vote by Mail ballot application must contain information regarding permanent Vote by Mail status.

The size of the uniform format approved by the Secretary of State is 8 ½" x 5 ½".

Vote by Mail Ballot Counting

Vote by Mail ballots are processed beginning 7 business days prior to an election but no results may be released until 8:00 p.m. election night. Partial Vote by Mail results are the first results announced on election night.

ELECTIONEERING ON ELECTION DAY

E. C. 18370, 18541

On Election Day, within 100 feet of a polling place, ("100 feet of a polling place" means a distance of 100 feet from the room in which voters sign the roster and cast their ballots) no person shall:

Solicit a vote or speak to a voter on the subject of marking his ballot, or do any electioneering

Speak to a voter on the subject of his qualifications for voting (except as a part of the formal challenge procedure) or place a sign relating to voters' qualifications;

Circulate any type of petition

Any person who violates this section is punishable by imprisonment in the County jail or State prison for not more than 12 months. Any person who conspires to violate this section is guilty of a felony.

ELECTIONEERING DURING VOTE BY MAIL

E. C.18371

No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall do the following:

Solicit the vote of an absentee voter

Do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the absentee voter is voting.

Any person who knowingly violates this section is guilty of a misdemeanor.

This section shall not be construed to conflict with any provision of the Federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

POLITICAL SIGNS

The placement of political signs is subject to regulation. Be sure you know what the restrictions are. For signs within a city, see the City Clerk for information.

APPENDIX A

In the matter of Political Sign Regulations in the Unincorporated Areas of Contra Costa County:

With the exception of signs which are located on legal Commercial Outdoor Advertising Structures, all political signs placed in areas under the jurisdiction of the Contra Costa County Community Development Department are regulated by Contra Costa County Ordinance Code Title 8, Division 88, Chapter 88-6, as follows:

Article 88-6 **Section 88-6.810** **Political Campaign Advertising**

Political signs may be erected or displayed before an election until ten days after the election inclusive.

These signs may not be erected in the right-of-way of any state highway, county highway, or public road or street. (Ords. 92-36)

Other Sections relating to sign placements throughout Contra Costa County:

Article 88-6.8 **Section 88.6.812** **Sign - On Utility Poles**

No person shall post, place, attach, erect, or maintain any sign, poster, advertisement, or any material or object of any kind on a pole, post, wire, or structure maintained under a franchise by a public utility or public service corporation in the right-of-way of any county or public highway.

The director of public works may issue permits for the posting of notices required by law, by order of any court or by the board of supervisors and shall require, as a condition of permit, that the notice be removed within ten days after the expiration of the period for which the notice is being given.

Article 88-6.8 **Section 88.6.618** **Sign - Intersection**

No outdoor advertising structure, except Type IV signs, shall be erected or maintained in such a location or position that operators of motor vehicles who are within one hundred feet of the intersection of any public road with any other public road or any railroad will not have a clear and unobstructed view of the intersection and of any traffic on all of the roads or railroads entering the intersection for a distance of one hundred feet along all the roads or railroads.

If the sight distance at the intersection is already obstructed by building, structure, vegetation or topography, then the outdoor advertising structures may be located within one hundred feet of the intersection, so long as they do not constitute additional obstruction of sight distances.

If you plan to post signs, **you must submit** the STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS form **to the Department of Transportation**, which will be given to candidates during the nomination period.

VOTER REGISTRATION AND ELECTIONS REPORTS

General Information	Reports described in this document are generated from the database of registered voters maintained by the Elections Department and are available for a fee. This booklet describes the type of information, formats and purchase costs that are available. Most records are generally available for public inspection and use. Some records, however, are not available or are available only for specified uses. See **"Accessing Voter Registration Information"** on the following page.
Routine Reports	Routine computer reports generated for internal and public use are available. These reports are described in this booklet on page 33, and are generally available on relatively short notice.
Custom Reports	*Custom reports may be generated from the database, upon request. Custom reports depend on availability of computer time and staff and require a minimum 24 hour notice.*
Paper or CD-ROM	*Reports are available on paper or CD-ROM. A limited number of reports, including custom reports, may be mailed or created on CD-ROM. Please check with Computer Operations <u>before</u> ordering a report.* **Large files, such as the Master Voter File, are available only on CD-ROM.**

ACCESSING VOTER REGISTRATION INFORMATION

Viewing or Purchasing Voter Registration Records

When an individual, government agency or a political entity requests information of registered voters, an **'Application to Purchase or View Voter Registration Information'** must be completed, signed and approved before any information can be released.

This form is available at the Elections Office.

Agreement

By signing this form, the requestor agrees to use the information only for election or governmental purposes (California Administrative Code Sections 19005 and 19008).

The requestor further agrees not to sell, lease or deliver possession of the registration information, or a copy thereof, or any portion thereof, to any person, organization or agency without receiving prior written authorization to do so from the Contra Costa County Registrar of Voters.

Penalties for Unauthorized Use

Any unauthorized use will result in a penalty equal to the sum of $0.50, multiplied by the number of registration records used in an unauthorized manner.

For example, if an unauthorized use resulted in a mailing to all registered voters in Contra Costa County, the penalty would be approximately $300,000.

Unauthorized use by any applicant of any portion of the registration information will raise a presumption that **all** such information obtained by the applicant was so misused (California Administrative Code Section 19007).

EXAMPLES OF USES OF VOTER REGISTRATION INFORMATION	PERMITTED	NOT PERMITTED
Using registration information for purposes of communicating with voters in connection with any election	X	
Sending communications, including, but not limited to: Mailings which campaign for or against any candidate or ballot measure in any election	X	
Mailings by or on behalf of any political party, provided that the content of such communications will be devoted to news and opinions of candidates, elections, political party developments, and related matters	X	
Mailings incidental to the circulation or support of or opposition to any recall, initiative, or referendum petition	X	
Sending newsletters or bulletins by any public official, political party or candidate for public office	X	
Conducting any survey of: Voters in connection with any election campaign	X	
Opinions of voters by any government agency, political party, elected official or political candidate for election or governmental purposes	X	
Opinions of voters other than a survey in connection with any election campaign or a survey of opinions of voters by any governmental agency, political party, elected official or political candidate for election or governmental purposes		X
Conducting an audit or voter registration lists for the purpose of detecting voter registration fraud	X	
Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party in support of or opposition to any ballot measure	X	
Official use by any local, state or federal governmental agency	X	
Any communication or other use solely or partially for any commercial purpose		X
Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support of or opposition to a ballot measure		X

Reference California Administrative Code Section 19004

ORDERING INSTRUCTIONS

ANTICIPATE NEEDS

PLEASE PLAN AHEAD

All computer-generated reports must be coordinated with Election job. We process requests as fast as we can, but during really busy periods, it could take up to 72 hours to process a request.

Information purchased on a CD is not formatted to provide walking lists, mailing labels or any other type of report.

It is raw data only. You will need to process and format the file on your PC.

(The Election Department cannot train you or give you instructions on how to read or process information contained on the CD).

APPLICATION TO VIEW

Before a report can be released to you, you must first complete an 'Application to Purchase or View Voter Registration Information', available from the Elections Office.

The form must be completely filled out and you must also show a photo ID, such as a driver's license, press card or university identification card.

FEES

Once your application has been approved, pay the required fee in full.

For fees, refer to available reports and services in this booklet.

Fees may be paid in cash, check or money order.

Checks and money orders should be made payable to "County Clerk".

We do not accept credit cards.

AVAILABLE REPORTS AND CHARGES
(Customer must prepay postage either by US Mail, UPS or Federal Express)

NAME OF REPORT	JOB NO.	DESCRIPTION	NOTES/FEES
Daily Absentee List	AVMR015	A county wide alphabetical list of all absentee voter applications processed the previous day, beginning 29 days before an election. Not cumulative. Shows applicant's residence and mailing addresses, political party, date application received, date ballot mailed, the voting and absentee precincts. Not available by district.	Available for viewing only at Election Office during regular business hours, no charge. Copying charge - $0.25 per page plus tax ($1.00 minimum).
Voter Master File (May be created with voting history).	MVMJ004	Lists the records in the voter file. May be created with voting history. Countywide or district.	Available Countywide or by district on CD-ROM. Entire County: $250, plus the cost of CD, plus tax. District: $50 for the first 100,000 names; $175 for all districts over 100,000 names, plus the cost of the CD, plus tax.
Absentee Customer File	AVMJ004, 010, OR 011	Lists voters who have been issued an absentee ballot. Gives mailing address, political party, precinct and affidavit number. Cumulative or by date. Countywide or district. Return information available one (1) week before election.	Countywide or by district. Available on CD-ROM or Email. Requires a minimum 24-hour notice. $25, plus the cost of CD, plus tax.
Street File	SGMJ001	Lists streets in alphabetical order with the range of addresses, precinct numbers, city name and zip code. Countywide or District.	Available on CD-ROM on the first of each month. $25 plus cost of CD, plus tax.

NAME OF REPORT	JOB NO.	DESCRIPTION	NOTES/FEES
Precinct/ District Customer File	PDMJ001	District and Precinct records for each precinct in the County Registration totals by party are included. Countywide or District.	Available on CD-ROM. $25 plus cost of CD, plus tax.
Records of Voters who Voted	MVMR018	Lists names of voters, including absentee voters, who voted in an election. Countywide or district.	Available on CD-ROM, entire county $150 plus cost of CD, plus tax. District: $50.00 plus cost of CD, plus tax.
AV Customer File by District	AVMR132	Prints condensed absentee voter list by district and date request.	Available on paper only. $25 plus cost of paper, plus tax.
Statement of Votes (Results)		Shows the number of votes cast within each precinct for each contest on the ballot.	On paper, specific contests or precincts may be purchased for $0.40 per page, plus tax. The entire report is available on CD-ROM (in Excel format) for $50 plus the cost of the CD, plus tax.

There are other reports available, and smaller files can be sent via email.

If what you want is not on this list, call Information Technology at 925.335.7800

We will try to accommodate you.

There is a charge for all Files, CD-ROMS, labels and paper.

CD-ROM……..$0.50 each plus tax

Labels……..$0.004 each

8 ½ x 11 paper…….$0.15 per page plus tax

CHARGES FOR VARIOUS SERVICES

Political Reform Documents	$0.10 per page (no minimum) (Government Code Section 81008)
Retrieval Fee F.P.P.C. Campaign Forms	$5.00 per request: reports and statements five or more years old (Government Code Section 81008)
Transcripts	$5.00 each (no tax)
Certified Copies	$2.25 per copy (no tax)
Copies of Documents	$0.25 per page, plus tax ($1.00 minimum)
Election Results (Statement of Vote)	$0.40 per page, plus tax ($1.00 minimum)
Absent Daily List (Voters who have applied for absentee ballots)	$0.25 per page, plus tax
Precinct List	$0.50 per 1,000 names, plus tax
Precinct Maps (12” X 18”)	$0.75 plus tax
Color Maps 11” x 12”	$1.00
Full County Maps or large format printing (36” X 72”)	$150.00 plus tax ($25.00 per running foot)
Candidate’s Statement of Qualifications	$0.25 per page, plus tax ($1.00 minimum)