

Candidate Checklist – June 7, 2022

Keep for your records

Listed below is a description of the various mandatory and optional forms to be filed for candidates running for seats in the November 3, 2020 Election. It is the obligation of the candidate, incumbents and challengers, to ensure that filing requirements and deadlines have been met. The County Election Officials urges all candidates to file the required documents as early as possible to avoid a last-minute rush, confusion or misunderstanding. Additionally, the Elections Officials recommends that the candidate file all documents personally.

Document	Applies to	Filing Period	Filed
Candidate Checklist	Local Candidates – incumbents and challengers Supervisory Candidates – incumbents and challengers	Jan 3 – Feb 9 (E-173 to E-118) Jan 11 – Feb 8	
Candidate Intention Statement – Form 501	File Form 501 before you solicit or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered.	Prior to soliciting	
Candidate Public Information Worksheet	All Candidates – incumbents and challengers	Jan 3 – Feb 9 (E-173 to E-118)	
Short Form 470	Officeholders and candidates who: <ul style="list-style-type: none"> do not have a controlled committee; do not anticipate receiving contributions totaling \$2,000 or more during the calendar year; and do not anticipate spending \$2,000 or more during the calendar year. 	Jan 3 – Feb 9 (E-173 to E-118)	
Form 470 Supplement	Officeholder or candidate when: <ul style="list-style-type: none"> for an election year and later receives contributions totaling \$2,000 or more or makes expenditures totaling \$2,000 or more during the same calendar year 	Due within 48 hours	
Signatures In-Lieu of Filing Fee	All Candidates – incumbents and challengers	Jan 3 – Feb 9 (E-173 to E-118)	
Candidate’s Statement of Qualifications	Optional for all candidates. Candidates for county offices in runoffs and nominees for State Senate or state Assembly who have accepted the Prop. 34 campaign expenditure limits	For November election nominees by 5pm on Aug. 7	
Ballot Designation Worksheet	Optional for all candidates. Three words or less that appear underneath candidates name on ballot <ul style="list-style-type: none"> vocation, occupation or profession 	Jan 3 – Feb 9 (E-173 to E-118)	
Statement of Economic Interest – Form 700	All Candidates – incumbents and challengers	Jan 3 – Feb 9 (E-173 to E-118)	

Continued

Candidate Checklist – Continued

Document	Applies to	Filing Period	Filed
Code of Fair Campaign Practices	Optional for all Candidates	Jan 3 – Feb 9 (E-173 to E-118)	
Nomination Papers ➤ Resource Conservation Districts	All Candidates – incumbents and challengers <ul style="list-style-type: none"> Signatures of at least 5 landowners of the district 	Jan 3 – Feb 9 (E-173 to E-118)	
Nomination Document Extension	If the incumbent does not file by 5pm on the last day of the nomination period, any eligible person, other than the incumbent, shall have until 5pm on August 12 th to file Declaration of Candidacy, Candidate Statement and Statement of Economic Interest. The nomination extension does not apply where no incumbent to be elected	Aug. 8 – Aug. 12 (E-87 to E-83)	

Candidate Checklist – November 3, 2020

Document	Applies to	Filing Period	Filed
Statement of Organization Recipient Committee – Form 410	Officeholder, candidate, organizations, groups, or other entities that raise contributions from others totaling \$2,000 or more in a calendar year to spend on California elections	Refer to the FPPC Filing Schedule for November 3, 2020	
Recipient Committee Campaign Statement – Form 460	Candidates, Officeholders and their Controlled Committees	Refer to the FPPC Filing Schedule for November 3, 2020	
Contribution Report – Form 497	Candidates and certain committees that make or receive contributions that total in the aggregate \$1,000 or more in the 90 days before or on the date of an election State candidates and state primarily formed ballot measure committees that file electronically and receive a contribution of \$5,000 or more at any time other than a 90 day election cycle State recipient committees that file electronically and make contributions totaling \$5,000 or more to a state ballot measure committee. Certain recipient committees that make contributions totaling \$5,000 or more to support or oppose the qualification of a local ballot measure		
10-day Independent Expenditure Report – Form 496	Refer to instruction pages	24 hours	

