

2024 Candidate Information

County Offices - Filing Requirements

2024 Election Dates:

- Primary: August 6
- General: November 5

Filing Deadline:

- Noon, June 3 for Partisan Filings [KSA 25-205]
- Noon, August 5 for Independent Nominations [KSA 25-305(b)]

Filing Location:

All Candidates must pay report fees, appoint treasurers and file periodic campaign finance reports [KSA 25-208]

Candidates file at the Douglas County Clerk's Election Office, 711 W. 23rd Street Suite 1, Lawrence, KS 66046

Filing by Fee: (see attached)

The filing fee is based on 1% of the salary of the office the candidate is seeking. [KSA 25-206]
An additional state report fee of \$50 is required.

Filing by Petition: (see attached)

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

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

Documents to be filed:

Declaration of Intention (Filing Form)

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

Nomination Petition (used if filing by petition)

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

Statement of Substantial Interests for Local Office

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

Appointment of Treasurer Form

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

Affidavit of Exemption from Filing Receipts and Expenditures Reports

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

Receipts and Expenditures Report

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