

Quick Information for Candidates

Primary/General Election – 2004

Candidate Filing Period: Monday, July 26 - Friday, July 30, 2004
8:30 a.m. to 4:30 p.m.

- Position numbers for a candidate's place in line the first day of filing week will be given out beginning Friday, July 23, 2004. Candidates holding numbers will be allowed to file their Declaration of Candidacy first, in order, by of their position number. Candidates must be in line by 8:30 a.m. the first day of filing in order to use their numbers.
- We will be posting candidate filings on our website twice each business day. The first posting will be at noon, and the second posting after the close of filing when proofing has been completed. This will be after 5:00 p.m. On Friday we will post four times; 11:00 a.m., 3:00 p.m., and after the close of filing when proofing has been completed. The final posting will be after the lot draw (which determines the candidates order on the ballot). The final posting could be 7:00 p.m. or later. We will open our online voter pamphlet submittal process promptly at 8:30 a.m. on Monday, July 26th and close it on Friday, July 30th at 4:30 p.m. Please visit our website at www.piercecountywa.org/auditor to confirm your information is correct and that you have filed for the correct office.
- Last day for **candidate withdrawal is Thursday, August 5, 2004**, at 4:30 p.m. Withdrawals must be in writing and if mailed, must be notarized.
- Declarations of Candidacy sent by mail **must be notarized and received** in the Auditor's Office by **July 30th** accompanied by the filing fee. **Filing Fees are non-refundable**. Please make checks payable to Pierce County Auditor.
- Your Official Local Voters' Pamphlet statement and photo are due no later than Friday, July 30, 2004. Superior Court statements and photographs are due no later than Monday, August 2nd, 2004. Please refer to complete instructions in your packet. The online Voter Pamphlet submittal will be available after the first web posting of candidate filings. The first posting will occur on Monday, July 26, 2004 at noon. To submit your candidate statement online, you must have filed your declaration of candidacy and provided an email address on your declaration of candidacy. You will be able to file online as soon as your name appears on the candidates filing web page.
- Declarations may be filed by fax **provided** the filing fee is paid during the regular filing period. The original signed Declaration of Candidacy must be received by the Auditor's Office within 7 days of the receipt of the faxed declaration. On-line candidate filings for offices filed with the Secretary of State's office will begin on July 26th, 2004. If you have any questions call the Secretary of State's office at 360-902-4180 or 1-800-448-4881. (www.secstate.wa.gov)
- By filing your Declaration of Candidacy, you are declaring that you are aware of the qualifications required to hold the office you are seeking and that you are legally qualified to assume office, if elected.

(Please see other side)

- ❑ All information, including phone numbers, submitted on the Declaration of Candidacy is **public information** and will be available to the public and press upon request.
- ❑ A change of position or office filed for must be completed prior to the closing of filing, at 4:30 p.m., July 30th. **If you switch positions, a second filing fee will be collected.**
- ❑ **The filing period will close promptly at 4:30 p.m., July 30th.** At 4:30 p.m. a closing announcement will be made and the last person in line will be identified. (You must be in line at the election counter at the closing of filing!)
- ❑ **Lot Drawings** for all positions will be held immediately following the closing of filing on Friday, July 30th. The public is welcome to observe. This lot drawing will determine the order of candidates on all sample and absentee ballots and appearance in the Pierce County Official Local Voters' Pamphlet. Please refer to page 51 and 52 in the Election Manual to determine criteria for appearance on the Primary ballot.
- ❑ **Candidate Nominating Petition:** A candidate who lacks sufficient assets or income at the time of filing to pay the filing fee required, shall submit with his or her declaration of candidacy a nominating petition. The petition shall contain not less than a number of signatures of registered voters equal to the number of dollars of the filing fee. The signatures shall be of **voters registered to vote within the jurisdiction of the office** for which the candidate is filing. Either a filing fee **or** a nominating petition will be accepted, not a combination.
- ❑ **Public Disclosure Commission (PDC) reports are due** from all major candidates for the upcoming election. A CD containing all forms is available in our office or from PDC. An F-1 (financial statement) and a C-1 (Registration of Candidacy) report must be filed within 2 weeks of the Declaration of Candidacy. The F-1 is filed only with the PDC in Olympia and the C-1 with both the Auditor and the PDC commission. If you file electronically with PDC, no paper copies are required to be filed in our office. For the reporting due dates for your C Series of reports, please refer to the **2004 Election Manual for Candidates and Campaigns** or refer to the enclosure from PDC "Starting off on the Right Foot." All questions regarding your campaign and reporting requirements should be directed to the PDC at (360) 753-1111 or toll-free at 1-877-601-2828. **Please also refer to www.pdc.wa.gov.**
- ❑ **For more information, contact the Pierce County Election Department at (253) 798-7430 or if long distance, 1-800-446-4979. Our FAX number is (253) 798-2761.**

❑ **Where to file your declaration of candidacy:**

Pierce County Auditor: 2401 S 35th St., Room 200
Tacoma, WA 98409
(253) 798-7430

State Senators and Representatives
(Districts 25, 27, 28, 29)
County Offices
Court of Appeals
District Court
Superior Court
Precinct Committee Officers

Secretary of State: 520 Union Avenue SE
Olympia, WA 98504
(360) 902-4151

US Senators and Representatives
State Offices
State Senators and Representatives
(Districts 2, 26, 31)
State Supreme Court

Pat McCarthy — Pierce County Auditor
www.piercecountywa.org/auditor