

# CANDIDATE GUIDE

## MONO COUNTY

### ELECTIONS



## June 5, 2018 Direct Primary & November 6, 2018 General

**Looking for additional information not found in the guide?** Please contact the Mono County Registrar's office at (760) 932-5537 or by email at [elections@mono.ca.gov](mailto:elections@mono.ca.gov). Our office hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. We are located at 74 N. School Street, Annex I, Bridgeport, CA 93517.

**DISCLAIMER:** We strongly recommend any prospective candidates obtain legal advice to assist in complying with the applicable California Laws. We compiled this guide in order to help you, the candidate, meet the deadlines and understand the requirements of candidacy. It is distributed with the understanding that the County Clerk is not rendering legal advice and therefore the Candidates Guide is not to be a substitute for legal counsel for the individual or candidate using it. In case of conflict between this Guide and a law, regulation, or rule, the law, regulation, or rule will apply.

All code sections quoted refer to the California Elections Code, unless otherwise stated.

# MONO COUNTY

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# OFFICES UP FOR ELECTION IN THE JUNE 5, 2018 DIRECT PRIMARY

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Office Name	Term
<b>State</b>	
<i>The top two candidates from the June Direct Primary Election move forward to the November General Election.</i>	
Governor	4 year term
Lieutenant Governor	4 year term
Secretary of State	4 year term
Controller	4 year term
Treasurer	4 year term
Attorney General	4 year term
Insurance Commissioner	4 year term
Superintendent of Public Instruction	4 year term
Member, State Board of Equalization 1 <sup>st</sup> District	4 year term
United States Senator	6 year term
United States Representative, 8 <sup>th</sup> District	2 year term
Member of the State Senate, 8 <sup>th</sup> District	4 year term
Member of the State Assembly, 5 <sup>th</sup> District	2 year term
<b>County</b>	
<i>If no candidate for any one local countywide seat receives more than 50% of the vote in the June Primary Election, the top-two candidates for that seat will move forward to the November General Election.</i>	
County Supervisor, 1 <sup>st</sup> District	4 year term
County Supervisor, 5 <sup>th</sup> District	4 year term
Assessor	4 year term
District Attorney	4 year term
Superintendent of Schools	4 year term
Superior Court Judge	6 year term
Sheriff	4 year term
<b>Town</b>	
Town of Mammoth Lakes Council Member	4 year term
Town of Mammoth Lakes Council Member	4 year term
Town of Mammoth Lakes Council Member	4 year term

# OFFICES UP FOR ELECTION IN THE NOVEMBER 6, 2018 GENERAL

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Office Name	Term
<b>State</b>	
<i>The top two candidates from the June Direct Primary Election move forward to the November General Election.</i>	
Governor	4 year term
Lieutenant Governor	4 year term
Secretary of State	4 year term
Controller	4 year term
Treasurer	4 year term
Attorney General	4 year term
Insurance Commissioner	4 year term
Superintendent of Public Instruction	4 year term
Member, State Board of Equalization 1 <sup>st</sup> District	4 year term
United States Senator	6 year term
United States Representative, 8 <sup>th</sup> District	2 year term
Member of the State Senate, 8 <sup>th</sup> District	4 year term
Member of the State Assembly, 5 <sup>th</sup> District	2 year term
<b>County</b>	
<i>County races will extend to the November General Election when more than two candidates filed for one open seat and no candidate received more than 50% of the vote in the June Direct Primary Election.</i>	
<b>Schools</b>	
<i>Offices open for filing in the November 6, 2018 General Election (Multiple seats are open unless otherwise indicated)</i>	<b>All 4 year terms</b>
Bishop Unified School District Board Member (coordinated with Inyo)	
Round Valley Unified School District Board Member (coordinated with Inyo)	
Kern Community College District, Trustee Area 2 (coordinated with Inyo)	
Inyo-Mono Resource Conservation Board Member (coordinated with Inyo)	
Mono County Office of Education, Trustee Area 2	1 seat
Mono County Office of Education, Trustee Area 3	
Mammoth Unified School District	

Eastern Sierra Unified School District, Trustee Area 1	1 seat
Eastern Sierra Unified School District, Trustee Area 4	1 seat
Eastern Sierra Unified School District, Trustee Area 5	1 seat
<b>Mono County Special Districts</b>	<b>*subject to change*</b>
Antelope Valley Fire Protection District	
Antelope Valley Water District	
Birchim Community Services District	
Bridgeport Fire Protection District	
Bridgeport Public Utility District	
Chalfant Community Services District / Fire Protection District	
Hilton Creek Community Services District	
June Lake Fire Protection District	
June Lake Public Utilities District	
Lee Vining Fire Protection District	
Long Valley Fire Protection District	
Mammoth Community Water District	
Mammoth Lakes Fire Protection District	
Mammoth Lakes Mosquito Abatement District	
Mono City Fire Protection District	
Mono County Resource Conservation District (appointed, not elected)	
Paradise Fire Protection District	
Southern Mono Healthcare District	
Tri-Valley Groundwater Management District	
Wheeler Crest Community Services District	
Wheeler Crest Fire Protection District	
White Mountain Fire Protection District	

# QUALIFICATIONS FOR OFFICE

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Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office [EC 201].

Many local offices have education and/or certification requirements for holding the office. This publication contains ONLY the requirements for getting a candidate's name on the ballot. We urge all candidates to research the statutes pertaining to the other qualifications for the office in which he or she is interested [EC 13.5].

## **LOCAL OFFICES – NONPARTISAN**

Candidates for county or district offices who receive more than 50% of the vote at the primary election are declared elected. A Certificate of Election is issued to such a successful candidate and neither the name nor the office appears on the November ballot [EC 8140]. If not, there is a runoff election in November between the top two candidates.

## **VOTER-NOMINATED OFFICES**

For information regarding running for a Voter-Nominated office in the State of California, please see the California Secretary of State's website: <http://www.sos.ca.gov/elections/>

## **CANDIDACY FOR MORE THAN ONE OFFICE**

No person may file Nomination Papers for a party nomination and an independent nomination for the same office, or for more than one office at the same election [EC 8003].

## **SUPERIOR COURT JUDGE**

A candidate for Superior Court Judge must be a member of the bar for 10 years immediately preceding the election or have previously served as a judge of a court of record in California. He or she must also be a registered voter at the time nomination papers are issued. Documentation must be presented at the time of filing the Declaration of Candidacy for this office. Candidates for Judge of the Superior Court must file a declaration under penalty of perjury that he or she meets the statutory qualifications for the office [California Constitution, Article 6, Section 15, 16]; [EC 13.5].

Additionally, a candidate for Superior Court Judge must file a Declaration of Intention prior to filing his or her nomination documents. Nomination documents consist of a Declaration of Candidacy and Nomination Papers with the requisite number of signatures [EC 8104, 8105, 8023].

### ➤ ***Obtaining the Declaration of Intention:***

A Declaration of Intention Form will be available from the Elections Department, located at 74 School Street, Bridgeport, CA., 93517, beginning on January 29, 2018 through February 7, 2018 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (excluding holidays). The form may only be issued directly to the candidate.

## **ASSESSOR**

A candidate for the elected office of Assessor must hold a valid Appraiser's certificate issued by the State Board of Equalization. If he or she does not, a duly elected or appointed person may exercise the powers and duties of Assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate from the State Board of Equalization within 30 days of election or appointment [*Government Code 24002.5*].

## **BOARD OF SUPERVISORS**

Each member shall have been a registered voter of the district which he or she seeks to represent for at least 30 days preceding the deadline for filing nomination documents for the office of Supervisor, and shall reside in the district during his or her incumbency [*Govt Code 25041*].

## **COUNTY OFFICES**

A candidate for a county or district office must be a registered voter of the county or district at the time that Nomination Papers are issued to the person [*GC 24001*] [*EC 201*].

Pursuant to EC 13.5, candidates for the following offices are required to file a declaration under penalty of perjury that he or she meets the statutory qualifications for the office:

- **County District Attorney** [*GC 24001, 24002*] – see page 29
- **County Sheriff** [*GC 24004.3*] – see page 30
- **County Superintendent of Schools** [*Education Code 1205-1208*] – see page 31
- **Superior Court Judge** [*EC 13.5, Code of Civ. Proc. 2015.5*] – see page 32

## **COUNTY OFFICE OF EDUCATION BOARD**

A candidate for County Office of Education Board must be a registered voter of the district which he or she would like to represent. The county Superintendent of Schools, any member of his staff, or any employee of a school district is not eligible to run for the County Office of Education Board [*Education Code 1006*].

## **HOSPITAL DISTRICTS**

Any person, who is a registered voter within the hospital district and is not disqualified by any California law, is eligible to be a candidate for a hospital board office. [*EC 10508*].

## **INYO-MONO RESOURCE CONSERVATION DISTRICT**

Any person, who is a registered voter within the district and is either a landowner in the district or the legal representative of a landowner in the district, is eligible to be a candidate for the Inyo-Mono Resource Conservation District.

## **SCHOOL DISTRICTS**

Any person, who is a registered voter within the school district, is not disqualified by any California law, and is not an employee of the school district, is eligible to be a candidate for a school board office.

All candidates for office must complete and file a Form 700-Statement of Economic Interest by the close of the filing period (**March 10 to March 14, 2018 due to holiday**) [*Govt Code 87201*].

### **SPECIAL DISTRICTS**

Any person, who is a registered voter within the district, is eligible to be a candidate.

### **TOWN OF MAMMOTH LAKES-TOWN COUNCIL MEMBERS**

A person is not eligible for these seats unless he or she is a registered voter in one of the five precincts that comprise the incorporated Town of Mammoth Lakes [*EC 13, 13.5*] [*Govt Code 36502*].

Candidates wishing to run for Mammoth Lakes Town Council must speak with the Town Clerk at 760-965-3602, or via email at [jgray@townofmammothlakes.ca.gov](mailto:jgray@townofmammothlakes.ca.gov)



# LOCAL CANDIDATES' FILING DATES FOR THE JUNE 5, 2018 DIRECT PRIMARY ELECTION

Listed below is an informal checklist indicating the various forms required to be filed for candidacy in the June Election. It is the obligation of the candidate to ensure that he or she meets all filing requirements and deadlines. All candidates are urged to file the necessary papers as early as possible in order to avoid a last-minute rush, confusion, or any misunderstandings.

Filing Period or Deadline	Document	Applicable to
Dec. 14, 2017 – Feb. 7, 2018	Signature In-Lieu Petition	Optional
Jan. 29 – Feb. 7, 2018	Declaration of Intent	Judicial Candidates
Feb. 8 – Feb. 12, 2018	Declaration of Intent Extension	Any Judicial Candidates other than incumbent
Feb. 12 – Mar. 9, 2018	Nomination Papers	Congressional, State, Board of Supervisors, Judicial, County Offices
Feb. 12 – Mar. 9, 2018	Declaration of Candidacy	All candidates
Mar. 10* – Mar. 14, 2018	Candidacy/Nomination Extension	Anyone other than an incumbent
When Declaration of Candidacy is filed	Candidate's Statement of Qualifications	Optional
When Declaration of Candidacy is filed	Code of Fair Campaign Practices	Optional
Feb. 12 – Mar. 9, 2018	FPPC Form 700 - Statement of Economic Interests	All Candidates EXCEPT for US Senate and Congress
Before soliciting or receiving any funds, including personal funds	FPPC Form 501 – Candidate Intention	All candidates
See FPPC website for information	FPPC Form 470	All candidates who will raise or spend <b>less</b> than \$2,000
See FPPC website for information	FPPC Forms 410, 460	All candidates who will raise or spend <b>more</b> than \$2,000

\*Date falls on a weekend or holiday

# LOCAL CANDIDATES' FILING DATES FOR THE NOVEMBER 6, 2018 GENERAL ELECTION

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Listed below is an informal checklist indicating the various forms required to be filed for candidacy in the November Election. It is the obligation of the candidate to ensure that he/she meets all filing requirements and deadlines. All candidates are urged to file the necessary papers as early as possible in order to avoid a last-minute rush, confusion, or any misunderstandings.

Filing Period	Document	Applicable to
July 16 – Aug. 10, 2018	Declaration of Candidacy	All candidates
Aug. 11* – Aug. 15, 2018	Candidacy/Nomination Extension	Anyone other than an incumbent
When Declaration of Candidacy is filed	Candidate's Statement of Qualifications	Optional
When Declaration of Candidacy is filed	Code of Fair Campaign Practices	Optional
July 16 – Aug. 10, 2018	FPPC Form 700 - Statement of Economic Interests	All Candidate EXCEPT for US Senate and Congress
Before soliciting or receiving any funds, including personal funds	FPPC Form 501 – Candidate Intention	All candidates
See FPPC website for information	FPPC Form 470	All candidates who will raise or spend <b>less</b> than \$2,000
See FPPC website for information	FPPC Forms 410, 460	All candidates who will raise or spend <b>more</b> than \$2,000

\*Date falls on a weekend or holiday

# LOCAL CANDIDATES' FILING FEES

In order to become a candidate for a paid elected office, you must pay a filing fee. The filing fee for most local offices is a percentage of the salary for the office sought.\*\* Instead of paying the filing fee, a candidate may choose to circulate a petition gathering signatures of registered voters, called an “in-lieu petition”. Any registered voter may sign an in-lieu petition for any candidate for whom he or she is eligible to vote. Each signature is worth the dollar amount listed in the table below [EC 8020, 8022, 8040, 8041, 8061-8063, 8105-8106].

**Exception: Town of Mammoth Lakes candidates for Town Council are not required to pay a filing fee**

When a candidate files the signature in-lieu petition, the county elections official will verify and count all signatures. The signatures submitted may cover all or a prorated portion of the filing fee.

Only valid signatures on the signature in-lieu petition will count towards the nomination signature requirement. The county elections official will notify candidates of the number of invalid signatures within 10 days of filing. No additional signatures may be filed after the deadline; however, prior to the close of the nomination period, a candidate may submit supplement signatures or pay a pro rata portion of the filing fee to cover the deficit.

**Important!** Please refer to “Becoming a Candidate for Office” on pages 12 & 13 for important information on the policies and procedures of signature gathering.

County Office	% of Annual Salary	Filing Fees	In Lieu Sigs	Value of Each Sig	Nomination Sigs
Superior Court Judge	1.00%	\$2,000.42	460	\$4.35	20 to 40
Supervisor, 1st Dist.	1.00%	\$493.08	123	\$4.01	20 to 40
Supervisor, 5th Dist.	1.00%	\$493.08	164	\$3.01	20 to 40
Assessor	1.00%	\$1101.60	460	\$2.40	20 to 40
District Attorney	1.00%	\$1523.52	460	\$3.32	20 to 40
Sheriff-Coroner	1.00%	\$1464.84	460	\$3.19	20 to 40
Supt. Of Schools	1.00%	\$1516.80	460	\$3.30	20 to 40

**\*\*Filing Fees are based on the salary of the position. If salaries are adjusted prior to December 14, 2017, the filing fees and value of signatures will be adjusted.**

A master petition form will be available from the elections department beginning on **December 14, 2017 through February 7, 2018** between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (excluding holidays). Deadline: **5:00 p.m. February 7, 2018** – ALL candidates for the June 5, 2018 primary election.

# BECOMING A CANDIDATE FOR OFFICE

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## SIGNATURES IN LIEU OF FILING FEE

➤ ***Signatures In-Lieu-Of-Filing Fee Petition:*** [EC 8105, 8106]

A candidate may submit a petition containing signatures of registered voters in lieu of paying the filing fee to run for office. The signatures submitted may cover all or a portion of the filing fee.

Signers shall be voters in the district or political subdivision in which the candidate is to be voted on. Signatures in lieu of filing fee petitions may be submitted to the elections official on an on-going basis up until the deadline for examination, filing, and certification purposes [EC 8068]. Duplicate signatures will not be counted toward the prerequisite number needed.

On **December 14, 2017**, the County Clerk shall, upon request, furnish forms to each candidate for securing signatures in lieu of paying the required filing fee. Forms may be obtained at the County Clerk's Office located in Annex I (Library Building), Bridgeport, California, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

All candidates (except for Judicial Candidates) must submit and file all signatures in lieu of the filing fee with the County Clerk, Elections Department, no later than 5:00 pm on **February 7, 2018**, and **prior to filing a Declaration of Candidacy**, which cannot be done until the nomination signature requirement has been satisfied or the filing fee has been paid.

If forms are issued as Signatures In-Lieu Petitions, they must be returned by the deadlines listed above. DO NOT use the Signatures In-Lieu Petition for collecting nomination signatures during the Nomination petition signature gathering period from February 12, 2018 to March 9, 2018 (see below). Candidates must obtain a Nomination petition during that period in order to collect any nomination signatures that may be needed. The names and addresses of candidates requesting Signatures In-Lieu Petitions is considered public information.

➤ ***Signatures In-Lieu Toward Nomination Signatures:*** [EC 8020, 8022, 8040-8041, 8061-8063, 8105-8106]

If a candidate submits a Signatures In-Lieu Petition, the County Elections Official shall also count those valid signatures appearing on the petition toward the number of voter signatures required for the candidate's Nomination Petition.

If the Signatures In-Lieu Petition contains the requisite number of valid signatures required for the Nomination Paper, the candidate is NOT required to circulate and file a separate Nomination Paper. However, the other required documents (e.g., Declaration of Candidacy, etc.) must still be filed during the appropriate time frame.

If the Signatures In-Lieu Petition does not contain the requisite number of valid signatures required for the Nomination Petition, the candidate must circulate and file a separate Nomination Petition to be signed by qualified registered voters during the nomination period.

➤ **Petition Circulator Information:** [EC 106]

A candidate for any office may obtain signatures and sign his or her own Signatures In-Lieu of Filing Fee or Nomination Petition. His or her signature will have the same effect as that of any other qualified signer. Either the candidate, or someone to whom the candidate gives permission, may circulate petitions. An Affidavit of Circulation must be completed by each circulator and submitted with petitions [EC 104].

➤ **Qualified Signers:** [EC 100]

A person who is a registered voter at the time he or she signs the Nomination or Signatures In-Lieu of Filing Fee Petitions is entitled to sign it. At the time of signing the petition or paper, each voter shall personally sign, and print his or her name and place of residence (P.O. Boxes are not allowed). The residence must indicate the street and number, and if no street or number exists, then a description of the place of residence.

A qualified signer may only sign one candidate's Nomination or Signatures In-Lieu of Filing Fee Petition per office, unless the race has more than one open seat to be filled.

➤ **Validation of Signatures:**

The following guidelines will be used when validating signatures on Nomination or Signatures In-Lieu of Filing Fee Petitions.

A signature is **INVALID** if the signer:

- Is not a registered voter
- Provides a signature on the petition that does not match the signature on the voter's affidavit of registration
- Uses a P.O. Box number for residence
- Uses a mail drop number for residence
- Provides an address that is different from the voter's residence address on the affidavit of registration on record
- Does not reside in the appropriate district
- Signs a Nomination Paper for a party-nominated office and is not registered with the same political party as the candidate seeking party-nominated office or those parties allowing cross-over voting
- Prints his/her name for the signature, unless registered as such
- Lists her name as Ms. John Jones (i.e., not does use her own first name)
- Uses ditto marks for an address

**DECLARATION OF CANDIDACY** [EC 8002.5, 8020, 8023, 8028, 8101, 8105, 8121]

The Declaration of Candidacy is the official nomination document, wherein the candidate indicates how his or her name and ballot designation is to appear on the ballot. Additionally, the candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw.

No candidate's name shall be printed upon the primary ballot unless he or she files a Declaration of Candidacy in the office of the County Clerk, Elections Department between the dates of **February 12, 2018 through March 9, 2018**, by 5:00 p.m. At the time of filing, the candidate must state the office for

which he or she is running and must pay the filing fee by check payable to the **Mono County Clerk**. Filing fees are not refundable in the event that the candidate fails to qualify as a candidate. Only forms issued by the County Clerk may be used.

➤ **Obtaining the Declaration of Candidacy:**

- **June 5, 2018 Primary Election** - A Declaration of Candidacy form can be filed with the Elections Department beginning on **February 12, 2018 until March 9, 2018**, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (excluding holidays). The form will be issued directly to the candidate or to someone bearing written authorization from the candidate.
- **November 6, 2018 General Election** - A Declaration of Candidacy form can be filed with the Elections Department beginning on **July 16, 2018 until August 10, 2018**, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (excluding holidays). The form will be issued directly to the candidate or to someone bearing written authorization from the candidate.
- **DEADLINE: 5:00 p.m., March 9, 2018** – All candidates for the June 5, 2018 Direct Primary Election. If the incumbent does not file, the deadline is extended until 5:00 p.m., March 14, 2018.
- **DEADLINE: 5:00 p.m., August 10, 2018** – All candidates for the November 6, 2018 General Election. If the incumbent does not file, the deadline is extended until 5:00 p.m., August 15, 2018.

**NOMINATION PAPERS** [EC 8020, 8041, 8062-8070]

After a candidate files his or her Declaration of Candidacy, the corresponding County or Town Elections Official will issue Nomination Papers, if Nomination Papers are required for the office. If the candidate has already filed Signatures In-Lieu of Filing Fee Petitions, all valid signatures will be counted toward the nomination requirement. Nomination Papers must be signed by voters residing within the district in order to be counted. The required number of signatures (not less than 20 but no more than 40) on the Nomination Papers are to be obtained by either the candidate or appointed circulators of the candidate. If an office is not listed below, then there are no nomination signatures required for that office.

Office name	Nomination signatures required
Voter-Nominated offices	Visit the California Secretary of State's website: <a href="http://www.sos.ca.gov/elections/">http://www.sos.ca.gov/elections/</a>
Superior Court Judge	20 to 40
Supervisor, 1st District	20 to 40
Supervisor, 5th District	20 to 40
Assessor	20 to 40
District Attorney	20 to 40
Sheriff-Coroner	20 to 40

Inyo-Mono Resource Conservation	5 Landowner
Supt. Of Schools	20 to 40
Town of Mammoth Lakes – Town Council Members	20 to 30

➤ **Obtaining the Nomination Papers**

Nomination Papers will be issued by the Elections Department upon filing of a Declaration of Candidacy.

➤ **Deadlines**

**5:00 p.m., March 9, 2018** – candidates for the June 5, 2018 Primary Election. If the incumbent does not file, the deadline is extended until 5:00 pm March 14, 2018.

**5:00 p.m., August 10, 2018** – candidates for the November 6, 2018 General Election. If the incumbent does not file, the deadline is extended until 5:00 pm August 15, 2018.

**BALLOT DESIGNATIONS** [EC 13107 & CCR 20710 et seq.]

The candidate may request a ballot designation to appear under his/her name on the ballot, but is not required to and may leave the space for such designation blank. In order to notify the Elections Official of the candidate’s intention to forego a designation, the word “none” must be written on the application in the appropriate space. “None” will not appear on the ballot. A Ballot Designation worksheet will be provided by the Elections Official at the time Nomination Papers are requested. Additional information about Ballot Designations can be obtained on the Secretary of State’s web page by visiting:

<http://www.sos.ca.gov/administration/regulations/current-regulations/elections/ballot-designations/>

Candidates who wish to have a ballot designation appear under his or her name may choose only ONE of the following:

**BALLOT DESIGNATION GUIDE**

<b>Office Title</b>	
Words designating the elective city, county, district, state or federal office which the candidate holds at the time of filing the Nomination Papers to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a Superior Court Judge.	<i>Examples:</i> Representative in Congress, 19 <sup>th</sup> District  Member of the Board of Supervisors
<b>Superior Court Judge [EC 13107]</b>	
A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use of the following examples as his or her ballot designation: (see examples) The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.	<i>Examples:</i> Attorney Attorney at Law Lawyer Counselor at Law

<b>Incumbent</b>	
The word “incumbent” if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people.	<i>Example:</i> Incumbent
<b>Appointed Incumbent</b>	
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, or, if the candidate is a candidate for election to the same office or to some other office, the word “appointed” and the title of the office. In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed”.	<i>Examples:</i> Appointed Incumbent Appointed Governing Board Member Appointed City Council Member
<b>Principal Occupation, Vocation, or Profession in 3 Words or Less</b>	
The candidate may use a generic form of their principal profession, vocation, or occupation in <u>no more than three words</u> . Note: California geographical names will be considered one word.  See the following for <b>Restrictions on Occupational Designations</b> .	<i>Examples of <b>acceptable</b> designations:</i> Farmer, school teacher, small business owner, legislator <i>Examples of <b>acceptable</b> designations denoting a vocation:</i> <i>Housewife, homemaker, parent, mother, father</i> <i>Examples of <b>unacceptable</b> designations:</i> Sunkist Farmer, Owner of McDonald’s
<b>NO MISLEADING DESIGNATIONS:</b> The designation must not mislead the voter. No acronyms.	<i>Example:</i> You cannot use “teacher” if you volunteer as a teacher at Sunday School and are not a credentialed teacher
<b>NO STATUSES:</b> The designation must be the candidate’s principal occupation or vocation and cannot be a status.	<i>Example of <b>unacceptable</b> designations:</i> Activist, taxpayer, patriot, concerned citizen, husband, wife, or veteran
<b>NO ABBREVIATION OF THE WORD “RETIRED”</b> No abbreviation of the word “retired” may be used and “retired” may not be placed following any word or words it modifies.	<i>Examples of <b>acceptable</b> designations:</i> Retired Police Officer <i>Examples of <b>unacceptable</b> designations:</i> Ret. Police Officer Police Officer, Retired
<b>NO PREFIXES:</b> No prefix that indicates prior status may be used, except for the word “retired” (see above).	<i>Examples of <b>unacceptable</b> designations:</i> Former Surgeon Ex-School Principal
<b>NO POLITICAL PARTY:</b> The name of a political party may not be used, whether or not it has been qualified for the ballot. Note: Central Committee candidates are the exception to this rule.	<i>Examples of <b>unacceptable</b> designations:</i> Republican Legislator Democratic Congressman
<b>NO UNLAWFUL ACTIVITIES:</b> No references related to any activity, which is prohibited by law, may be used.	<i>Examples of <b>unacceptable</b> designations:</i> Drug Dealer



<p><b>NO RACIAL, RELIGIOUS, OR ETHNIC GROUP:</b> No words may be used that refer to a racial, religious, or ethnic group.</p>	<p>Examples of <b>acceptable</b> designation: <i>Priest</i> Examples of <b>unacceptable</b> designation: <i>Catholic Priest</i></p>
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**CANDIDATES’ STATEMENT OF QUALIFICATIONS** [EC 13307 – 13308]

➤ **Time for Filing:**

The Candidate’s Statement of Qualifications **must be filed on a form provided by the County Clerk at the time of filing Nomination Papers.**

The Candidate’s Statement of Qualifications is optional and may be withdrawn, but not changed, during the period for filing Nomination Papers and until 5:00 P.M. of the next working day after the close of the nomination period [EC 13307].

➤ **Cost of Statement:**

All costs in handling of the Candidate’s Statement of Qualifications must be paid by each candidate.

➤ **Guidelines Regarding Statements:**

Each candidate for elective office in any local agency, city, county, or district may prepare a candidate’s statement. Such statement may include the name, age, occupation of the candidate, and brief description of no more than 200 words of the candidate’s education and qualifications expressed by the candidate himself or herself. Such statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

If you choose to submit a Statement of Qualifications you must adhere to the following instructions:

- This statement may contain your name, age, occupation, and a brief description of no more than **200 words** of your education and qualifications.
- Statements shall be in upper and lower case. Capitalization is only allowed at the beginning of a sentence or for proper nouns. No **bold**, underlines, or *italics* may be used. Must be in block paragraph. No bullets, stars or asterisks are allowed. Tables or lists of items or phrases should not be vertical or indented, but must be strung together in paragraph format.
- Statements must be **TYPED** on the form provided, or printed separately and adhered to the form for filing.
- An **ELECTRONIC COPY** of your statement is also required.
- Your statement will be printed EXACTLY as submitted, and in the format prescribed by Elections Code 13307; therefore, all statements should be carefully checked for content, spelling, punctuation and grammar before submission.
- Statements that are not in compliance with the format as described in the Candidates’ Guide will be reformatted and set in uniform type by the elections official.

The Candidate's Statement shall be filed in the office of the County Clerk when his or her Nomination Papers are returned for filing no later than **5:00 p.m., March 9, 2018.**

The County Clerk shall send to each voter, together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared. The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing.

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's pamphlet.

➤ **Schedule of Costs – Estimate:**

Printing of Candidate's Statement of Qualifications in sample ballot: English \$250.00; Spanish \$250.00

***These costs are only estimated costs. Actual charges may be more or less depending on actual printing charges, number of pamphlets required and number of candidates using the service and appearing on the same ballot pamphlet. The County Clerk will bill you after the election.***

# REGULATIONS CONCERNING POLITICAL CAMPAIGNS

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## POLITICAL ADVERTISEMENT REQUIREMENT

Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or 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. [EC 20008]

## SIMULATED BALLOT REQUIREMENT

a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

<p>Notice to Voter (Required by Law)</p> <p>"This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.</p> <p>"This is an unofficial, marked ballot prepared by (insert name and address of the person or organization responsible for preparation thereof)."</p>
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Such notice is not required in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement [EC 20009].

No such simulated ballot or simulated sample ballot shall bear any official seal or the insignia of any public entity, nor shall any such seal or the insignia appear upon the envelope in which it is mailed or otherwise delivered [EC 20009].

b) In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor [EC 18301].

## **MASS MAILING AT PUBLIC EXPENSE**

No campaign newsletter or other mass mailing shall be sent at public expense [Govt Code 89001].

## **REQUIREMENTS FOR MASS MAILING** [Govt Code 84305; EC 18303]

A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not 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 mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible.

A post office box may be stated in lieu of a street address if the candidate's, candidate controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.

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.

A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

For purposes of this section, the following terms have the following meaning:

"Mass electronic mailing" means sending more than two hundred substantially similar pieces of electronic mail within a calendar month.

To "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

## **PRINT ADVERTISEMENTS**

"Advertisement" means any general or public communication that is authorized and paid for by a committee for the purpose of supporting or opposing a candidate or candidates for elective office or a ballot measure or ballot measures.

Any advertisement paid for by a committee, that is a political party committee or a candidate controlled committee established for an elective office of the controlling candidate, shall include the words "Paid for by" followed by the name of the committee as it appears on the most recent Statement of Organization. (G.C. 84504.5)

## **VIDEOS**

A video advertisement, including television and videos disseminated over the Internet, shall include the required disclosures in writing at the beginning or end of the advertisement in a text that is of sufficient size to be readily legible to an average viewer and in a color that has a reasonable degree of contrast with the background of the advertisement for at least four seconds. The required disclosure must also be spoken during the advertisement if the written disclosure appears for less than five seconds of a broadcast of thirty seconds or less or for less than ten seconds of a broadcast of sixty seconds or more. (G.C. 84504.5)

## **TELEPHONE CALLS**

This section does not apply to telephone calls made by the candidate, the campaign manager, or individuals who are volunteers.

A candidate, candidate controlled committee established for an elective office for the controlling candidate, political party committee, or slate mailer organization shall not expend campaign funds, directly or indirectly, to pay for telephone calls that are similar in nature and aggregate 500 or more in number, made by an individual, or individuals, or by electronic means and that advocate support of, or opposition to, a candidate, ballot measure, or both, unless during the course of each call the name of the candidate, candidate controlled committee established for an elective office for the controlling candidate, political party committee, or slate mailer organization that authorized or paid for the call is disclosed to the recipient of the call. Unless the organization that authorized the call and in whose name it is placed has filing obligations under this title, and the name announced in the call either is the full name by which the organization or individual is identified in any statement or report required to be filed under this title or is the name by which the organization or individual is commonly known, the candidate, candidate controlled committee established for an elective office for the controlling candidate, political party committee, or slate mailer organization that paid for the call shall be disclosed.

A candidate, committee, or slate mailer organization that pays for telephone calls shall maintain a record of the script of the call for the period of time set forth in Section 84104. If any of the calls qualifying under subdivision (a) were recorded messages, a copy of the recording shall be maintained for that period. (G.C. 84310)

## **DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION**

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes literature to any voter which includes a designation of the voter's precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at some time not more than 30 days prior to the mailing or distribution *[EC 18302]*.

## **ELECTIONEERING NEAR POLLING PLACE** *[EC 18370]*

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place or an election official's office:

- a) Circulate an initiative, referendum, recall, nomination petition or any other petition.
- b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in EC 14240.

d) Do any electioneering [EC 319.5].

As used in this section “100 feet of a polling place or an election official’s office” means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of these provisions is guilty of a misdemeanor.

## **POLITICAL SIGNS**

The placement of political signs may be regulated by the state, county, or city, depending upon the location of such signs:

### **State of California:**

Under provisions of the State Outdoor Advertising Act, signs may not be placed within the rights-of-way of any public road or highway or adjacent to a landscaped freeway: and signs may not be placed adjacent to a Federal-aid or Primary or an Interstate highway unless they are in compliance with the controls set forth in detail in the Act. Before signs are placed in unincorporated areas within 660 feet of the right-of-way of a Federal-aid or Primary or an Interstate highway, a **Statement of Responsibility must be completed and returned to the Department of Transportation district office. This statement is available online at:**

<http://www.dot.ca.gov/trafficops/oda/docs/Political2.pdf>

The Department of Transportation district office is prepared to answer any questions candidates may have about the state law regulating campaign signs. Candidates may write to: Department of Transportation, Encroachments & Permits, 500 South Main Street, Bishop, CA., 93514. The telephone number is (760) 872-0674, and the fax number is (760) 872-5215.

### **Mono County:**

Political signs cannot be placed within a county right-of-way [County Code Sec 13.04.020.3]. If you have questions about whether or not an area is within a county right-of-way, contact the Mono County Public Works Department at (760) 932-5440. Additional restrictions regarding the placement of signs may also apply. Please contact Mono County Community Development at (760) 924-1800.

### **Town of Mammoth Lakes:**

Political signs shall not exceed six square feet and shall not be located within any State or Town right-of-way or on public property. A campaign sign may be displayed on a wooden post or wire frame, shall be no taller than four feet, and shall be removed within five days following the election. Political signs within 660 feet of a State highway shall comply with the Outdoor Advertising Act.

For more information please contact the Town of Mammoth Lakes at (760) 965-3602.

# CAMPAIGN DISCLOSURE REQUIREMENTS

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The Political Reform Act requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state ballot measures, and committees supporting or opposing state and local candidates and ballot measures, to file campaign statements disclosing contributions received and expenditures made.

The statutory requirements of the Political Reform Act are now contained in Sections 81000 through 91014 of the California Government Code. Information and assistance relating to campaign reporting obligations under the Act may be obtained from your local elections official or from the Technical Assistance Division of the Fair Political Practices Commission (FPPC):

**E-Mail:** [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

**Toll Free Helpline:** 1-866-ASK-FPPC

**Telephone Hours:** Monday – Thursday, 9:00 am-11:30 am

**Website:** <http://www.fppc.ca.gov/>

**Filing is the responsibility of the candidate or committee.** It is the responsibility of the candidates and/or committees to be aware of and to file the required campaign disclosure statements in a correct and timely manner. Late statements are subject to a \$10 per day late filing fee.

Below is a list of filing forms that a candidate may be required to file. Please contact the FPPC with any questions regarding the proper completion of the forms. It is the candidate's responsibility to file the proper forms in a timely manner.

**Form 501 - Candidate Intention Statement**

**Form 470 – Officeholder/Candidate Campaign Statement – Short Form**

**Form 410 - Statement of Organization**

**Form 460 – Consolidated Campaign Disclosure Form**

**Form 497 - 24 Hour Contribution Report**

**Form 700 – Statement of Economic Interest**

# **Filing Schedule for the June 5, 2018 Direct Primary Election**

<b>Filing Deadline</b>	<b>Type of Statement</b>	<b>Period Covered by Statement</b>	<b>Method of Delivery</b>
January 31, 2018	Semi-Annual	<sup>1</sup> through 12/31/17	Personal Delivery First Class Mail
Within 24 Hours	Contribution Reports  File if you receive \$1,000 or more from a single source or if you give \$1,000 or more to another candidate.  If you receive a non-monetary contribution of \$1,000 or more, file Form 497 within 48 hours.	3/7/18 – 6/5/18	Personal Delivery  Guaranteed Overnight Service  Fax
April 26, 2018	Pre-Election	1/1/18 - 4/21/18	Personal Delivery First Class Mail
May 21, 2018	Pre-Election	4/22/18 - 5/19/18	Personal Delivery Guaranteed Overnight Service
July 31, 2018	Semi-Annual	5/20/18 – 6/30/18	Personal Delivery First Class Mail

<sup>1</sup> 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 filed.



## Filing Schedule for the November 6, 2018 General Election

<b>Filing Deadline</b>	<b>Type of Statement</b>	<b>Period Covered by Statement</b>	<b>Method of Delivery</b>
July 31, 2018	Semi-Annual	<sup>1</sup> through 6/30/18	Personal Delivery First Class Mail
Within 24 Hours	Contribution Reports  File if you receive \$1,000 or more from a single source or if you give \$1,000 or more to another candidate  If you receive a non-monetary contribution of \$1,000 or more, file Form 497 within 48 hours.	8/8/18 – 11/6/18	Personal Delivery  Guaranteed Overnight Service  Fax
September 27, 2018	Pre-Election	7/1/18 - 9/22/18	Personal Delivery First Class Mail
October 25, 2018	Pre-Election	9/23/18 - 10/20/18	Personal Delivery Guaranteed Overnight Service
January 31, 2019	Semi-Annual	10/21/18 – 12/31/18	Personal Delivery First Class Mail

<sup>1</sup> 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 filed.

## **Code of Fair Campaign Practices**

Any candidate for public office in this state is encouraged by the legislature 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 [EC 20400].

At the time an individual files his or her Declaration of Candidacy, Nomination Papers, or any other paper evidencing an intention to be a candidate for public office, the Clerk shall give the individual a blank form of the Code of Fair Campaign Practices and a copy of this chapter. The Clerk shall inform each candidate for public office that subscription to the code is voluntary [EC 20440].

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

## **REQUESTING VOTER INFORMATION**

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Voter registration information is available to persons or groups for political purposes. If you would like to request voter registration information from the Mono County Registrar of Voter's office, you will need to complete an application and you may need to pay a fee. The application form and fee schedule are available on the Mono County Elections website:

<http://monocounty.ca.gov/elections/page/voter-registration-information-request-form> [EC 2188, 2189].

# **APPENDIX OF DECLARATIONS UNDER PENALTY OF PERJURY OF QUALIFICATIONS FOR LOCAL OFFICE**

Some local offices have legal qualifications to file as a candidate in accordance with Section 13.5 of the California Elections Code. In lieu of submitting other documentation of those qualifications, candidates may choose to submit and declare under penalty of perjury that they possess the qualifications established for the office by statute. Examples of such declarations are contained on the following pages.

DECLARATION UNDER PENALTY OF PERJURY  
OF QUALIFICATIONS FOR THE OFFICE OF **COUNTY DISTRICT ATTORNEY**  
*[EC 13.5, Code of Civil Procedure 2015.5]*

In accordance with Section 13.5 of the California Elections Code I am required to accompany my Declaration of Candidacy, Nomination Papers, or statement of write-in candidacy, as the case may be, with documentation establishing that I meet the qualifications for the Office of County District Attorney established by Government Code Sections 24001 and 24002. In lieu of submitting other documentation of those qualifications, I hereby submit and declare under penalty of perjury that I possess the qualifications established for the Office of County District Attorney by those Government Code Sections.

Specifically, I further declare under penalty of perjury that I *(Both must be true)*:

\_\_\_\_\_ **Am a registered voter of the county in which the duties of the office are to be exercised.**

And

\_\_\_\_\_ **Have been admitted to practice in the Supreme Court of the State of California.**

Executed on \_\_\_\_\_ (date), at \_\_\_\_\_ (place).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

DECLARATION UNDER PENALTY OF PERJURY  
OF QUALIFICATIONS FOR THE OFFICE OF **COUNTY SHERIFF**  
[EC 13.5, Code of Civil Procedure 2015.5]

In accordance with Section 13.5 of the California Elections Code I am required to accompany my Declaration of Candidacy, Nomination Papers, or statement of write-in candidacy, as the case may be, with documentation establishing that I meet the qualifications for the Office of County Sheriff established by Government Code Section 24004.3. In lieu of submitting other documentation of those qualifications, I hereby submit and declare under penalty of perjury that I possess the qualifications established for the Office of County Sheriff by that Government Code Section.

Specifically, I further declare under penalty of perjury that I *(Must possess at least one)*:

\_\_\_\_\_ Possess an active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training.

\_\_\_\_\_ Have had one year of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which has been accomplished within five years prior to the date of filing, and possess a master's degree from an accredited college or university.

\_\_\_\_\_ Have had two years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which has been accomplished within five years prior to the date of filing, and possess a bachelor's degree from an accredited college or university.

\_\_\_\_\_ Have had three years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which has been accomplished within five years prior to the date of filing, and possess an associate in arts or associates in science degree, or the equivalent, from an accredited college.

\_\_\_\_\_ Have had four years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which has been accomplished within five years prior to the date of filing, and possess a high school diploma or the equivalent.

\_\_\_\_\_ Held the office of sheriff on January 1, 1989.

Executed on \_\_\_\_\_ (date), at \_\_\_\_\_ (place).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

DECLARATION UNDER PENALTY OF PERJURY  
OF QUALIFICATIONS FOR THE OFFICE OF  
**COUNTY SUPERINTENDENT OF SCHOOLS**  
*[EC 13.5, Code of Civil Procedure 2015.5]*

In accordance with Section 13.5 of the California Elections Code I am required to accompany my Declaration of Candidacy, Nomination Papers, or statement of write-in candidacy, as the case may be, with documentation establishing that I meet the qualifications for the Office of County Superintendent of Schools established by Education Code Sections 1205 through 1208. In lieu of submitting other documentation of those qualifications, I hereby submit and declare under penalty of perjury that I possess the qualifications established for the Office of County Superintendent of Schools by those Education Code Sections.

Specifically, I further declare under penalty of perjury that I *(Must possess at least one)*:

\_\_\_\_\_ **Possess a valid certification document authorizing administrative services.**

\_\_\_\_\_ **Possess a valid elementary administrative credential and a valid secondary administrative credential.**

Executed on \_\_\_\_\_ (date), at \_\_\_\_\_ (place).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

DECLARATION UNDER PENALTY OF PERJURY  
OF QUALIFICATIONS FOR THE OFFICE OF **SUPERIOR COURT JUDGE**  
*[EC13.5, Code of Civil Procedure 2015.5]*

In accordance with Section 13.5 of the California Elections Code I am required to accompany my Declaration of Candidacy, Nomination Papers, or statement of write-in candidacy, as the case may be, with documentation establishing that I meet the qualifications for the Office of Superior Court Judge established by Article VI, Section 15 of the California Constitution. In lieu of submitting other documentation of those qualifications, I hereby submit and declare under penalty of perjury that I possess the qualifications established for the Office of Superior Court Judge by those sections of the California Constitution.

Specifically, I further declare under penalty of perjury that I:

\_\_\_\_\_ **Have been admitted to the State Bar of California for 10 years or have served as a judge of a court of record in this State.**

Executed on \_\_\_\_\_ (date), at \_\_\_\_\_ (place).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)