
2019 Candidate Guide

Become familiar with the laws governing your candidacy and the office that you seek. The information in the 2019 Candidate Guide is in accordance to the Indiana laws effective July 1, 2018. Since laws can change from year to year, please consult with an attorney if you need legal advice or help to understand the current laws.

Link: <https://www.in.gov/sos/elections/files/2019%20Candidate%20Guide.FINAL.pdf>

**The current version of the Indiana Code is available online to review, including campaign and election laws.*

Link: <http://iga.in.gov/legislative/laws/2018/ic/>

2019 Campaign Finance Manual

If you are a candidate or a treasurer of a finance committee, you need to comply with campaign finance laws. By law, you may be fined \$50 per day (maximum of \$1,000) for reports filed past the deadline. Review the laws to avoid any campaign finance violations or civil penalties.

Link: <https://www.in.gov/sos/elections/files/2019%20Campaign%20Finance%20Manual.FINAL.pdf>

Where to File

Individuals running for a local office may hand deliver their Campaign and Finance forms with the Clerk of the Circuit Court between the hours of 8:30 AM to 4:30 PM located at 16 E. Lincolnway, Suite 209, Valparaiso, IN 46383.

Political Signs & Disclaimers

Candidates who purchase advertisement time or space or circulate or publish material in support of or in opposition to a candidate, a political party, or a public question must adhere to the laws governing Political Signs and Disclaimers. Circulating material without a disclaimer is a Class A misdemeanor with a penalty up to a \$5,000 fine or 1 year in jail or both. (IC 3-14-1-3)

Link: <https://www.in.gov/sos/elections/files/2018%20Disclaimer%20Brochure.final.pdf>

Key Candidate Filing Dates In 2019

Filings are due by **NOON** Central Standard Time

January 9th First day of candidate filing

February 8th Last day to file declaration of candidacy to run in the Primay election

February 11th Deadline for an individual to withdraw from a primary election

February 15th Deadline to open candidate committee

May 7th Primary Election Day

June 30th **Deadline** for Democratic, Libertarian, Republican parties to fill ballot vacancies

July 3rd Deadline for party chairs to file ballot vacancy paperwork

July 15th Deadline for minor party and independent candidates to file declaration and certified petitions of nomination

July 15th General Election candidate withdrawal

Need further assistance?

Contact your party chairman for details.

Jeff Chidester, Democrat Party Chairman (219) 712-8081

Michael Simpson, Republican Party Chairman (219) 465-1608

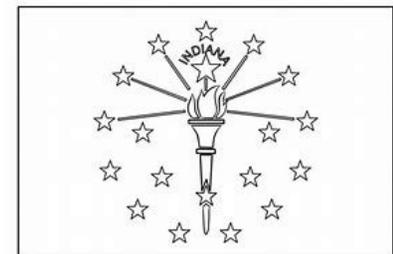


Courtesy of Jessica Bailey
Clerk of the Circuit Court
Porter County, IN
16 E. Lincolnway, Ste 209
Valparaiso, IN 46383
(219) 465-3450



The Clerk's office cannot provide legal advice to you as a candidate. You must retain your own attorney if you need further assistance with the Indiana Elections and Campaign Finance laws.

2019 Candidate Quick Reference Guide



*Filing deadlines indicated in this brochure are due by **NOON** Central Standard Time

To view a complete catalog of resources online, visit: <https://www.in.gov/sos/elections/2395.htm>

Let the Filing Begin!

FAQs

Q: When is the first day to file for candidacy?

A: **Wednesday, January 9, 2019** – is the first day that a major political party candidate may file a declaration of candidacy for the municipal election.

Q: When is the last day to file for candidacy?

A: **Friday, February 8, 2019 by noon CST**- is the Deadline to file for candidacy in a municipal election.

Q: I have a filing form from a prior year, can I still use it to file for the 2019 elections?

A: No. Indiana Code 3-5-4-8 provides that a person must use the most recent version of any form approved by the Indiana Election Division to comply with the election statutes. The clerk's office or any office responsible for receiving a form "shall reject" a filing if not on the most recent version of a state prescribed form, or one that has been "grandfathered" in and approved.

Q: My legal name is John Doe, but my friends call my "Hank". Can I file using "Hank" as my candidate name on the ballot?

A: To determine a candidate's "legal name" for ballot placement purposes, the candidate's legal name is the name shown on the candidate's birth certificate. Certain designations of a candidate's name may be permitted but may not be a title or degree, or imply a title or degree. Candidate's "name" refers to any of the following: (1) the candidate's given name; (2) the candidate's surname; and (3) the candidate's middle name. Please refer to IC 3-5-7 or 2019 Candidate Guide.

Example of acceptable designations:

Judith Anne Smith or J. Anne Smith; Judith A. Smith; Judith Smith; Anne Smith; J.A. Smith; J. Smith; A. Smith; Judith (Judy) Anne Smith; Judy Smith

Q: I want to file for office. What form should I use?

A: The appendix of the *2019 Indiana Candidate Guide* includes the current forms to run for office. Forms are available online with the Indiana Election Division or county election board. For example, an individual declaring nomination for candidacy of a municipal office in a primary election will file a CAN-42 and must have a CAN-12 with the filing. Forms are subject to change and can be accessed at the link below.

Link: www.in.gov/sos/elections.

Q: I will be out of town and can't visit the office to file my required campaign finance reports. Are there other options?

A: Yes, Campaign finance documents may be e-mailed, faxed, hand-delivered, or mailed. However, the documents must be filed with the Election Division no later than noon (12 PM Indianapolis time) or filed with the county election board no later than noon (12 PM local prevailing time) on the specific deadline date.

Q: When is the first campaign finance report due?

A: **Monday, April 22, 2019 by noon**– is the deadline to file a Pre-Primary Report by all candidates, except statewide candidates, who are on a Primary Ballot.

Q: I filed a declaration for candidacy, do I need to organize a campaign finance committee?

A: Yes. Every candidate must have a principal campaign finance committee (*candidate's committee*) and file a CFA-1 form designating the committee as such. The Statement of Organization form (CFA-1) must be filed by the **candidate no later than noon (prevailing local time), ten (10) days after becoming a candidate, or noon (prevailing local time), seven (7) days after the final day and hour for filing for an elected office, whichever occurs first.** (IC 3-9-1-5) If a candidate does not designate a principal campaign finance committee, the Election Division or county election board is required to designate such a committee for the candidate, naming the candidate as both the chairperson and the treasurer. (IC 3-9-1-6)

Q: I filed a declaration for candidacy and received my first check for \$50 as a contribution towards my campaign. Do I need a treasurer for my committee?

A: For campaign purposes, a person becomes a candidate when he/she receives more than \$100 in contributions or makes more than \$100 in expenditures and will file a CFA-4 and other forms if required. A candidate may be chairman, treasurer, or both of the candidate's committee. A treasurer of one committee may be the treasurer of another committee unless the treasurer is also a candidate. (IC 3-5-2-6.; IC 3-9-1-7; IC 3-9-1-18)

Q: May political signs be posted on utility poles or public property?

A: Political signs may not be posted or placed on **ANY** other person's property, including a highway right-of-way and on utility poles, **without the property owner's permission.** Placing political signs with the approval of the property owner may be subject to local zoning regulations.

Q: What is a "Disclaimer" on political literature?

A: It identifies who paid for certain political material and whether any candidate approves of the material if the material is paid for by someone else. To learn more about how to convey your political message, you may review the brochure below for details.

Candidate School Available Online!

You may now access the online webinar for candidates to help you learn the ropes for your campaign. Connie Lawson, Indiana Secretary of State instructs this 30 minute session. Watch at your convenience and learn about the basics of campaign finance reporting, proper use of government property, and cyber security for your campaign.

Link: https://www.dropbox.com/s/q63x3gjexh1nah0/SOS_Webinar.mp4?dl=0



Source: Indiana Secretary of State, Election Division
