



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

MEMORANDUM

TO: Candidates for Circuit Court Judge

FROM: Kristi Reid Willis, Chief *KRW*
Bureau of Election Records

DATE: April 3, 2020

SUBJECT: Qualifying

Qualifying will be held from **Noon, April 20, 2020 – Noon, April 24, 2020**. By law, the Division of Elections may accept and hold qualifying papers beginning April 6, 2020. **It is a candidate's responsibility to ensure that qualifying papers are timely received in this office and are complete.** All qualifying fees and paperwork must be received and complete by **Noon (Eastern Time), April 24, 2020**, for a candidate to be qualified. Our location and mailing address is:

**Division of Elections
R.A. Gray Building, Room 316
500 South Bronough Street
Tallahassee, Florida 32399-0250**

The official email address for qualifying is: ElecRecords@DOS.MyFlorida.com.

THINGS TO REMEMBER:

1. Candidates may submit qualifying papers by email, mail, courier service, or hand-delivery. The Division does not accept qualifying papers via facsimile. Checks may not be submitted by email.
2. If submitting documents by email, you must use the official email for qualifying referenced above. Do not use any other email address or email to multiple email addresses. Attach documents to email in PDF form. Other formats are not accepted.
3. The R.A. Gray Building is closed to the public at this time. Thus, hand-delivery may be made via drop box only. The drop box is located inside the double glass doors at the front of the R.A. Gray Building.

Division of Elections
R.A. Gray Building, Suite 316 • 500 South Bronough Street • Tallahassee, Florida 32399
850.245.6240 • 850.245.6260 (Fax) • DOS.MyFlorida.com/elections



Memorandum
April 3, 2020
Page Two

4. Any Candidate Oath, Financial Disclosure Form, or qualifying check filed with the Division **prior to April 6, 2020, is not valid for qualifying.** Please submit new documents to the Division not later than the close of qualifying.
5. Forms DS-DE 303JU (Candidate Oath – Judicial Office) and CE Form 6 require notarization. Review these documents carefully to ensure that they have been properly notarized.
6. Qualifying fees must be paid by a properly executed check drawn on the candidate's **campaign** account and made payable to the Florida Department of State, Florida Secretary of State, or Florida Division of Elections. On the qualifying check, to include a starter check, ensure that the face of the check specifies that the check is from the campaign account, even if it is handwritten on the check (*e.g.*, "Campaign Account of John Doe").
7. The check must be signed by the campaign treasurer or deputy treasurer. **(A check signed by a candidate who has not been designated as the treasurer or deputy treasurer is not valid for qualifying.)**
8. **A personal check, cashier's check, cash, or money order is not valid for qualifying.**
9. Type or print your name the way you wish it to appear on the ballot on the Candidate Oath. A candidate's name as it is to appear on the ballot may not be changed after the end of qualifying.
10. Please provide a telephone number and email address on the Candidate Oath where you can be reached during the day and after normal working hours. The Bureau will make an effort to contact you if there is a problem with your paperwork.
11. To check your qualifying status, go to: dos.elections.myflorida.com/candidates.
12. The qualifying fee cannot be returned to a candidate unless the candidate withdraws, in writing, **before** the close of qualifying. The withdrawal statement **must contain the candidate's signature**. The withdrawal may be faxed to 850.245.6260, or scanned and emailed to ElecRecords@DOS.MyFlorida.com.

WHAT TO FILE

All judicial candidates must file the following forms no later than the close of qualifying:

1. Appointment of Campaign Treasurer and Designation of Campaign Depository (**Form DS-DE 9**). If this form has previously been filed with the Division, you do **not need to file it again**.
2. Candidate Oath – Judicial Office (**Form DS-DE 303JU**).
3. Full and Public Disclosure of Financial Interests (**2019 CE Form 6**).

In addition to the three forms referenced above, a candidate qualifying by the fee method must submit a properly executed campaign check signed by the treasurer or a deputy treasurer in the amount not less than **\$6,427.52**

ADDITIONAL FILING REQUIREMENTS

1. Although not required for qualifying, each candidate must file a Statement of Candidate (**DS-DE 84**) and a Statement of Candidate for Judicial Office (**DS-DE 83**) with the Division of Elections within 10 days after filing the Appointment of Campaign Treasurer and Designation of Campaign Depository. Willful failure to file this form is a violation of Chapter 106, Florida Statutes.
2. Section 106.07, Florida Statutes, requires you and your campaign treasurer to file reports of all contributions received and all expenditures made. You may find the Calendar of Reporting Dates at: dos.myflorida.com/elections/candidates-committees/campaign-finance.
3. In addition, Section 106.141, Florida Statutes, requires that each candidate who withdraws their candidacy, becomes unopposed, or is eliminated or elected to office, within 90 days, dispose of the funds on deposit in their campaign account and file a termination report reflecting the disposition of all remaining funds.

If you have any questions, please call the Bureau of Election Records at **850-245-6280**.

KRW/eal