



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

MEMORANDUM

TO: Candidates for Supreme Court Justice and District Court of Appeal Judge

FROM: Donna S. Brown, Chief *DSB*
Bureau of Election Records

DATE: April 7, 2022

SUBJECT: Qualifying

Please read carefully the entire memorandum to ensure a timely and proper qualifying submission as a candidate for Supreme Court Justice or District Court of Appeal Judge.

Qualifying period

Qualifying will be held from Noon, April 25, 2022 – Noon, April 29, 2022.

By law, the Division of Elections may accept and hold qualifying papers beginning April 11, 2022.

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 29, 2022, 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

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](https://dos.myflorida.com/elections)



What to file

- 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**.
- The candidate must file a candidate oath, **Form DS-DE 303JU Candidate Oath – Judicial Office**.
- Form 6**, Full and Public Disclosure of Financial Interests for the year 2021. Visit the **Commission on Ethics (COE)** for information on the current Form 6. For candidates who file their 2021 Full and Public Disclosure electronically, a copy of the electronically filed Form 6 can be provided during qualifying.
- An Affidavit of Intention, **Form DS-DE 96 Affidavit of Intention**, must be filed at the time of qualifying if the candidate does not anticipate receiving any contributions or making any expenditures in connection with the campaign.

Any candidate oath, financial disclosure form, or Affidavit of Intention filed with the Division before **April 11, 2022**, is not valid for qualifying. Please submit new documents to the Division no later than the close of qualifying period.

Additional Filing Requirements

- If **Form DS-DE 96, Affidavit of Intention**, is filed at the time of qualifying, the candidate is exempt from filing campaign treasurer's reports. If contributions or expenditures are received after filing the above sworn statement, a statement to that effect must be filed, a campaign account opened at the depository previously designated, and campaign treasurer's reports filed. **Form DS-DE 97, Affidavit of Compliance**, must still be filed as a final report within 90 days following the general election.
- Although not required for qualifying, each candidate must file a Statement of Candidate (**Form DS-DE 84**) and a Statement of Candidate for Judicial Office (**Form 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.

- If contributions or expenditures occur, 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/
- If contributions or expenditures occur, 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.

Key points to remember

Timely Filing - Candidates may submit qualifying papers by mail, hand-delivery, or courier service. However, qualifying items must actually be received at the Division's physical location by the close of the qualifying period in order to be deemed timely filed. The U.S. Postal Service does not deliver mail directly to the Division of Elections. The U.S. Postal Service's designated hours for mail pick-up do not correspond to the qualifying deadline. To ensure that the qualifying items are timely submitted, a candidate or someone on their behalf should hand-deliver directly to the Division or use a delivery service that delivers directly to the R.A. Gray Building. The Division does not accept qualifying papers via facsimile or email. Note: The R.A. Gray Building is open to the public during regular business hours.

Notarized Oaths – Form DS-DE 303JU Candidate Oath – Judicial Office requires notarization. Carefully review that this document has been properly notarized. Common mistakes within the notarization are: the state rather than the county entered in venue; failure to indicate physical or online notarization; notary indicates online, but is not registered with the Florida Department of State to provide online notarization; and the notary seal with expiration date and name is not legible due to a light stamping, or stamping on a dark line.

Name on the Ballot - 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.

Contact Information - 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.

Qualifying Status - To check your qualifying status visit: dos.elections.myflorida.com/candidates

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