

# Candidate Checklist: July 13 – Aug. 7

To have your name printed as a candidate for office in the November 3, 2020 election, you must file a Declaration of Candidacy and other required documents.

*FIRST*, complete the Candidate’s Preliminary Information document found online at [www.votescount.com](http://www.votescount.com). Email it to [mari.segura@santacruzcounty.us](mailto:mari.segura@santacruzcounty.us) and [info@votescount.com](mailto:info@votescount.com) or FAX it to 831-454-2445, attention: Mari. Once we have your Declaration of Candidacy prepared, you will be instructed to make an appointment using the online candidate filing appointment calendar. At your appointment, you will be required to file the following:

Done	Document	Applies to	Filing Period
	<b>Declaration of Candidacy</b> - prepared by our office for you to sign during your appointment.	All Candidates – incumbents and challengers	July 13 – Aug. 7 (E-113 to E-88)
	<b>Ballot designation worksheet</b> – fill it out online, print and bring it in signed	All Candidates – incumbents and challengers	File with Dec. of Candidacy
	<b>Candidate statement agreement</b> – if you are submitting one for publication and/or posting – fill it out online, print, and bring it in signed. Attach your candidate statement of qualifications to the form. Candidate statements must also be emailed to <a href="mailto:info@votescount.com">info@votescount.com</a> . You must pay for your candidate statement with a check or cash at the time of filing.	Optional for all candidates for school and special districts plus Candidates for county offices in run-offs and nominees for State Legislature who have accepted the Prop. 34 campaign expenditure limits	Must be filed & paid for with Dec. of Candidacy Or For March election nominees by 5pm on Aug. 7
	<b>Internet Waiver</b> - to allow us to post your contact information on our website – fill it out online, print and bring it in signed.	All Candidates – incumbents and challengers	File with Declaration of Candidacy
	<b>Campaign Disclosure Statements</b> – File online using our online campaign filing system.	All candidates & nominees	See filing schedule Green Section: Page 111
	<b>Code of Fair Campaign Practices</b>	Optional for all candidates	File with Dec. of Candidacy
	<b>Statement of Economic Interests (Form 700)</b>	All candidates running for offices specified in Gov. Code § 87200	File with Dec. of Cand. or by 8/7
	<b>Statement of Responsibility for Caltrans</b> – political signs – fill it out online, print and mail it to the address on the form.	Candidates who are putting up signs in public places	