

Candidate Filing Instructions

Step 1: Essential Forms and Designations

Before you officially file, please complete the following:

The Candidate and Chief Appraiser fill out the Acknowledgment of Duties. The Candidate files the Designation of Campaign Treasurer. The Elections Office will need a copy of the Acknowledgment of Duties and the Designation of Treasurer.

Please ensure you have a copy of both the signed Acknowledgment of Duties and your Designation of Campaign Treasurer form. The Elections Office will need copies of these for our records.

Step 2: Submitting Your Application and Filing Fee

Once you have completed the forms in Step 1, you are ready to submit your official filing with the Elections Office. Please bring the following:

File the Application, a copy of the Acknowledgment of Duties, a copy of the Treasurer Designation, and a cashier's check or money order for the \$200.00 filing fee with our office. We recommend calling ahead to schedule an appointment with Paula Ludtke, Elections Administrator, at (903) 675-6149, when the Candidate is ready to file.

Important Notice: A candidate for an appraisal district's board of directors must file campaign treasurer appointments and campaign finance reports with the clerk or secretary of the appraisal district. You can find more information at:

<https://ethics.state.tx.us/opinions/partVII/603.html#:~:text=A%20candidate%20for%20an%20appraisal,secretary%20of%20the%20appraisal%20district.>