

# ELECTION 2016 COUNTY OFFICE FILING PROCEDURES

## **Where to file:**

Office of the Johnson County Clerk  
Johnson County Courthouse  
300 N. Holden  
Warrensburg, MO 64093

## **When to file:**

Filing opens February 23, 2016 at 8:00 a.m. (115.349.2, RSMo)  
Filing closes March 29, 2016 at 5:00 p.m. (115.349.1, RSMo)

Candidates filing on the **last** day should arrive by **4:30 p.m.** to make sure the filing process is completed by the 5:00 p.m. deadline. The clock cannot be held. Required documents must be checked and the declaration of candidacy, including signature, must be completed by 5:00 p.m.

## **Placement on Ballot:**

For the first day only, a random number will be selected to determine placement on the primary ballot.

After the first day, order of filing determines placement on the primary ballot. (115.395.2, RSMo)

## **Random drawing (first day only):**

On the first day of filing, candidates will draw a number after they have provided the documents required for filing and completed the declaration of candidacy. The candidate will sign the random number card and will sign a log. The number will appear on the declaration of candidacy witnessed by candidate's initials.

Anyone wishing to participate in the random drawing should plan to be at the County Clerk's office **no later than 4:00 p.m. on February 25**. To be part of the drawing, a candidate must complete the declaration of candidacy, including signature, by 4:30 p.m.

## **Who files?**

County Commissioner – Eastern District  
County Commission – Western District  
Sheriff  
Assessor  
Treasurer\*  
Public Administrator\*  
Coroner  
Surveyor  
Township Committeeman  
Township Committeewoman

## **Documents required for filing:**

1. **Filing fee** in the amount of \$50.00 or a paid receipt from political party for \$50.00 filing fee. Make checks payable to the Central Committee of the party to which the candidate is affiliated. There are no fees for Committeeman or woman.
2. **Proof of identity** - Voter ID card, Missouri driver's license, birth certificate, other form of certified or photo ID. (115.355.4, RSMo)
3. **Candidate Tax Affidavit** to be filed with Missouri Department of Revenue (Form 5120) and a copy to the County Clerk at the time of filing. This form **must** be notarized. Form online at <http://dor.mo.gov/tax/candidates/5120.pdf>
4. **\*Candidates for Public Administrator and Treasurer:** must present an affidavit signed by a bonding agent showing that they will meet the bonding requirements for their office if they are elected.

## **For additional information regarding elections or candidate filing call:**

County Clerk office at (660) 747-6161.

# ELECTION 2016 COUNTY OFFICE FILING PROCEDURES

## When/Where to file

Candidates for county offices may begin filing for offices on the 2016 primary ballot at 8:00 a.m. February 23. The filing period ends at 5:00 p.m. on March 29. Candidates may file at the County Clerks' Office located in the Johnson County Courthouse. Independent candidates have until 5:00 pm August 1, 2016 to file a petition for nomination.

## Placement on Ballot

The order in which candidates will appear on the August primary ballot will be determined by the order in which they file except on the first day of filing, the order will be determined by a random drawing. The names of candidates filing on the first day of filing for each office on each ballot shall be listed in ascending order of the numbers drawn (RSMo 115.395). Candidate filings after the first day of filing will be taken on a first come first served basis. Candidates will be placed on the ballot as explained previously except that in the general election Democrats will be first on the ballot as Missouri has a Democratic Governor in office.

## Procedures

*RSMo 115.395(2) On the first day for filing, the election authority may determine by random drawing the order in which such candidates' names shall appear on the ballot. If a drawing is conducted pursuant to this subsection, it shall be conducted so that each candidate may draw a number at random at the time of filing. If such drawing is conducted, the election authority shall record the number drawn with the candidate's declaration of candidacy. If such drawing is conducted, the names of candidates filing on the first day for filing for each office on each party ballot shall be listed in ascending order of the numbers so drawn.*

After the candidate completes the declaration of candidacy the candidate will draw a random number and will initial the face of the number and staple it to the declaration. The number will also be entered in ink on the declaration form and the candidate will initial next to the number to verify the number is correct.

## Documents required for filing:

1. **Proof of identity** (115.355.4) - Voter ID card, Missouri Driver's license, birth certificate, other form of certified or photo ID.
2. **Filing fee** (115.357.1) or receipt from central committee in the amount of \$50.  
Checks to: Treasurer of the (Republican, Democratic, Libertarian, Constitution etc.) Central Committee.
3. **Candidate Tax Affidavit** (115.342) Form 5120-Candidate responsible for sending original to Department of Revenue
4. **Declaration candidacy** with Personal Financial Disclosure Statement. Date stamp and enter time filed.
5. **Notice to Candidate**

## Disposition of forms

<u>FORM</u>	<u>ORIGINAL</u>	<u>COPY</u>
<b>Filing Fee</b>	Appropriate Central Committee	Receipt to Candidate
<b>Declaration of Candidacy</b>	Voter Registration	County Clerk
<b>Personal Finance Disclosure</b>	Mo Ethics Commission	
<b>Candidate Tax Affidavit</b>	Mo Dept of Revenue	Voter Registration