

Filing Instructions for Partisan Candidates

Who

This procedure is for partisan candidates filing for federal, state, and county-level offices.

When to File

- General election – candidates must file between noon, March 16, and noon, March 30, of the general election year. If March 30 is a Saturday or Sunday, the filing period is extended to noon on the next day that is not a Saturday, Sunday or legal holiday.
- Special elections – filing opens at noon on the third Friday following the date of vacancy and closes at noon, ten days later (Monday).

Where to File

Office	Filing Location
Federal offices Statewide offices Multi-county offices	SEC
State Senate State House of Representatives	SEC or County Board in candidate's county of residence
Countywide offices Less-than-countywide offices	County Board

Filing Fees

- Candidates seeking the nomination of a party that nominates by primary (Democratic and Republican) must pay a filing fee. Filing fees are calculated by the SEC. Filing fees are one percent of the annual base salary multiplied by the term of office. Filing fees for special elections are prorated. General election year filing fees are posted at scVOTES.gov.
- Candidates seeking the nomination of a party that nominates by convention do not pay a filing fee.

What to File

- Completed Statement of Intention of Candidacy/Party Pledge form (SICPP) available at scVOTES.gov. Wait to sign the form in front of an election official or have the form notarized.
- Filing fee check (if necessary) made payable to appropriate state political party. Cashier's checks and money orders are acceptable. Cash will not be accepted.

Filing by an Agent

It is not necessary for a candidate to be physically present at the time of filing. An agent can deliver the SICPP (properly completed and signed by the candidate and witnessed by a notary) and the filing fee check on behalf of the candidate.

For more candidate filing information, visit www.scVOTES.gov.