

JUDICIAL CANDIDATE FILING INSTRUCTIONS

Below is a checklist provided as a convenience to the candidates.

CHECKLIST for FILING FOR RETENTION

- ___ 1. **Complete a *Declaration of Candidacy For Retention*:** Forms are provided.
AS 15.35.040, AS 15.35.055, AS 15.35.070, AS 15.35.110
- ___ 2. **Sign the *Declaration of Candidacy for Retention* before a Notary:** A Notary is available at all Division of Elections offices.
- ___ 3. **Determine filing fee:** Filing fees are set out in statute and are non-refundable.
AS 15.35.041, AS 15.35.057, AS 15.35.071, AS 15.35.120

The fees are:
 - a. \$100 for Supreme Court Justice or Appellate Court Judges
 - b. \$30 for Superior or District Court Judges.
- ___ 4. **Complete a *Financial Disclosure Statement with APOC* on or before the August 1, 2016 Filing Deadline:** Judicial retention candidates must file a *Public Official's Financial Disclosure Statement* with Alaska Public Offices Commission (contact APOC to ensure a current statement is on file).

NOTE: A *Public Official's Financial Disclosure Statement* on file with a municipal clerk for a municipal office may not satisfy this requirement.

A "current statement on file" with APOC is a financial disclosure statement that was filed timely with APOC that covers the reporting period of the prior year.
- ___ 5. **File completed forms no later than MONDAY, AUGUST 1, 2016:** Judicial retention candidates must file their *Declaration of Candidacy* and pay the required fees with the Director of Elections or a Regional Election Supervisor. Addresses are on page 1 of the Filing for Office Handbook. *AS 15.35.040; AS 15.35.055; AS 15.35.070; AS 15.35.110, AS 39.50*
- ___ 6. Judicial retention candidates are subject to the Campaign Disclosure Law, *AS 15.13*, but may request an exemption from campaign reporting if no campaign activity is planned. Candidates should contact APOC for further information regarding campaign disclosure.