



COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS

Candidate Statement Cover Sheet

Election Date: _____

Name of Candidate

Office Sought and District Number, if applicable

Estimated Cost of Statement \$ _____

Full Term

Short Term

Information to Candidates: Your statement may contain your name, and occupation and a brief description of your qualifications and education. Candidates are required to type their statements. Your statement will be printed exactly as submitted, and in the format prescribed by Elections Code §13307. Statements that are not in compliance with the requirements and format as described in the Candidate Guide will be reformatted and set in uniform type by the Elections Official.

Content:

- Be accurate. **Statements will be printed as submitted.** Spelling, punctuation and grammatical errors **will not** be corrected by the Elections office; therefore, all statements should be carefully checked before submission.
- Elections Code §13308 restricts any candidate statement to a recitation of the candidate's own personal background and qualifications and prohibits any reference to other candidates for the office sought or to another candidate's qualifications, character, or activities.
- Only a cursory review of the candidate's statement will be done at the time of filing to ensure that the statement is acceptable in content and formatting. If a candidate statement is filed that is not in compliance with the Elections Code, the Elections Official may strike any language not in compliance.

Word/Paragraph Count:

- Candidates for Superior Court Judge, County Offices, Special Districts, School Districts and Cities are limited to **200 words** and **5 paragraphs**.
- Candidates for U.S. Representative in Congress, State Senator and Member of the State Assembly are limited to **250 words** and **6 paragraphs**.
- Candidates for Sacramento County Board of Education are limited to **400 words** and **8 paragraphs**.

Size and Format:

- Statements will be printed in type of uniform size and darkness, and with uniform spacing.
- Statements must be submitted left justified and in block format. No indentations are permitted.
- Statements will be printed in Arial font.

Endorsements:

- Statements containing endorsements must be accompanied by written authorization letter(s) from the person(s) and/or organization(s) offering the endorsement, at the time your statement is submitted. Letters must be signed and dated. An email can be submitted as written authorization, must contain the endorser's email signature, and must be submitted within 24 hours of receipt of the candidate statement.

Permission:

- If you use someone else's name in your statement, you must file with your statement an original letter from them stating that they are giving you permission to use their name in this manner. Letters must be signed and dated.
- If someone else files your statement, you must file with your statement an original Letter of Authorization stating that you give that person permission to submit your statement and make any changes needed. Letters must be signed and dated by the candidate.

Submittal:

- Candidate statements must be typed using the template provided on the following page.
- The statement and permission(s) must be filed at the time you file your Declaration of Candidacy. EC §13307 (a)(2)
- Once the statement has been filed, it may not be changed by the candidate.

Public Examination:

- Elections Code §13313 allows for a ten-day public examination period of all candidate statements prior to submittal for printing in the County Voter Information Guide. During this period, the Elections Official, or any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or an injunction requiring any or all the material in the candidate statement to be amended or deleted.

YES, I will file a candidate statement – type your statement on the template provided.

In the event there is no opposition for this contest, I wish to withdraw this candidate statement. (optional)

NO, I will not file a candidate statement.

Date: _____ Signature of Candidate: _____

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Candidate Statement Form

- **INSTRUCTIONS TO CANDIDATES:** Use the template below to prepare your candidate statement. When finished, print both pages to file your statement. (Must be written in the first person)
- The information in the “**TYPE NAME**” and “**OCCUPATION**” fields below will be printed in the candidate statement area of the County Voter Information Guide exactly as it appears below.
- The “**OCCUPATION**”(Optional) Can differ from ballot designation, not subject to ballot designation regulations. There is a maximum character limit of 50 including spaces.
- If no occupation is listed place “**N/A**” on the occupation line and that field will appear blank in the County Voter Information Guide.

TYPE NAME:

OFFICE SOUGHT AND DISTRICT NUMER, IF APPLICABLE

OCCUPATION: *(character limit is 50 including spaces)*

QUALIFICATIONS:

I have prepared the above candidate statement (pursuant to Elections Code §13307) that is to be printed in the County Voter Information Guide and mailed to each registered voter who is eligible to vote for me. I understand that Sacramento County is mandated under the Voting Rights Act to provide materials and information in English, Spanish, Chinese, and Vietnamese. There is no refund in the event of County Voter Information Guide delivery delays.

Date: _____ **Signature of Candidate:** _____

**OFFICIAL
USE
ONLY**

Amount Paid: _____

Check No.: _____

Receipt No.: _____

Copy of Check in File

Copy of Receipt in File

1st ✓ 2nd ✓

Number of Paragraphs: _____ / _____

Number of Words: _____ / _____

Endorsements needed?

Yes No

If yes, are endorsements attached? Yes