

2022 CANDIDATE PACKET GUIDE

Go to our website <https://co.starke.in.us>

Click on Elections on the top of the page and click on **Candidate Packet**

In this packet you will find the forms, calendars and phone numbers to help you file for the office you seek

YOUR LAST NAME IS YOUR PACKET NUMBER

STEP 1:

CFA-1: CANDIDATE'S STATEMENT OF ORGANIZATION AND DESIGNATION OF PRINCIPAL COMMITTEE OR EXPLORATORY COMMITTEE

- If the office you seek makes **more** than \$5,000/year and you receive/spend \$100, you **MUST** fill out this form to create a committee
- If the office you seek makes **less** than \$5,000/year and you receive/spend \$500, you **MUST** fill this form to create a committee
- Must be turned in at the time of filing **or** by **NOON, 10 days after** a committee is created
- If you already filled out the CFA-1 you must update from an exploratory to principal

CAN-2: DECLARATION OF CANDIDACY FOR PRIMARY NOMINATION IN 2022 This form is for selecting the office you are running for

- Fill out all highlighted fields **and** any boxes that apply
- The "Candidate Name Information" section is how you would like your name to appear on the ballot. (*Read fine print for requirements*)
- On the second page, initial all lines that apply to you, sign, date and provide a phone number

CAN-12: STATEMENT OF ECONOMIC INTERESTS FOR LOCAL AND SCHOOL BOARD OFFICES

- Fill out all highlighted fields **and** any boxes that apply
- This is for the calendar year **before the date** of this filing
- If the questions **do not** apply, put N/A
- The second page **must be signed in person** with a notary or at the time of filing

STEP 2:

CFA-4: REPORT OF RECEIPTS AND EXPENDITURES OF A POLITICAL COMMITTEE

- If you filed a CFA-1 form you will use this form to report your contributions and expenditures for your committee. **See the calendar for filing dates!! Do not be late, penalties will apply!!**
- A **printed copy** of the CFA-4 report will need to be submitted for the **Pre-Primary**, the **Pre-Election** and the **Annual** report, **unless** you *disband* your committee with the County Election Board

Again, reference your calendar for your reporting periods and filing dates

PLEASE **READ** CAMPAIGN FINANCE MANUAL AND THE CHAPTER 3 TABS ON THE PAGE



Starke County Clerk's Office

Bernadette Manuel, Clerk

53 East Washington Street, PO Box 395, Knox, Indiana 46534

Phone: 574-772-9128

January 4, 2022

Dear Candidate,

CONGRATULATIONS on your decision to become a candidate for public office!

Please review and print the enclosed material in the electronic packet. It is our intent to supply you with all the required forms necessary to run a successful campaign and make your experience positive and rewarding. However, it is the **CANDIDATE'S SOLE RESPONSIBILITY** to ensure they have all the required documents needed. We suggest you familiarize yourself with the Indiana Election Division website as well <https://in.gov/sos/elections/>

Please note the specific laws and regulations concerning campaign finance enforcement and penalties. "A person who fails to file a required statement or report is subject to a civil penalty of up to \$1,000.00 to be assessed by the County Election Board for the delinquent report. The penalty is \$50.00 per day beginning the afternoon of the deadline day counting as the first day."

All candidate information is available through Starke County website. www.co.starke.in.us or the State Election Division website www.state.in.us/sos/elections .

The Clerk and Voter Registration Clerk are both available to you for questions; however, we are not allowed to fill out your forms only answer general questions. As you review the forms you will find most, if not all, of the answers to your questions are printed directly on the forms. Any additional questions, please call the Starke County Election office at 574-772-9160 or the State Election Division at 800-622-4941

When completing your forms most ask for a file number. Starting this year your file number will be your last name.

Again, Congratulations and Best of Luck!

Bernadette Manuel Starke County Clerk

Bernadette Welter-Manuel
Starke County Clerk / Election Board Secretary

Friday, July 15, 2022

DEADLINE, by noon, for any candidate to voluntarily withdraw from the general election ballot.

DEADLINE, by noon, for the Democratic, Libertarian and Republican Parties to file a certificate of nomination of candidates nominated at the state party conventions.

DEADLINE, by noon, for independent or minor party candidate to file consent of candidate and petition of nomination after county verification of petition signatures (See related entry for June 30, 2022).

Wednesday, July 27, 2022

First day to file a petition and consent for a school board member elected at the general election.

Friday, August 26, 2022

DEADLINE, by noon, to file a petition and consent for a school board office elected at the general election.

Saturday, September 24, 2022

DEADLINE for county election board to mail absentee ballots to voters who have already filed an approved application with circuit court clerk.

Tuesday, October 11, 2022

VOTER REGISTRATION ENDS

DEADLINE at voter registration office's close of business for a voter to apply to register or transfer registration or at midnight for a voter to complete and submit a voter registration application online.

Wednesday, October 12, 2022

First day that a voter may vote an absentee ballot in the office of the circuit court clerk or satellite office.

Friday, October 14, 2022

End of pre-election campaign finance reporting period.

Thursday, October 20, 2022

First day a confined voter, a voter caring for a confined person at a private residence, or a voter with disabilities may vote an absentee ballot before an absentee voter board at the voter's residence or place of confinement.

Friday, October 21, 2022

DEADLINE, by noon, to file pre-election campaign finance reports.

Thursday, October 27, 2022

DEADLINE, by 11:59 pm, for the circuit court clerk to receive an absentee ballot application from an applicant requesting delivery of a ballot by mail. Applications may be submitted to the circuit court clerk in person or by mail, fax, email, or online through the Indiana Voter Portal at indianavoters.com.

Saturday, October 29, 2022

Office of the circuit court clerk must be open at least seven (7) hours to permit in-person absentee voting. However, in a county with a population of less than 20,000, the county election board may reduce hours to a minimum of four (4) hours on this date. Vote center counties must also have at least one vote center used on Election Day open for in-person early voting, in addition to the office of the circuit court clerk.

Saturday, November 5, 2022

Office of the circuit court clerk must be open for at least seven (7) hours to permit in-person absentee voting. However, in a county with a population of less than 20,000, the county election board may reduce hours to a minimum of four (4) hours on this date. Vote center counties must also have at least one vote center used on Election Day open for in-person early voting, in addition to the office of the circuit court clerk.

Monday, November 7, 2022

DEADLINE, by noon, for circuit court clerks to receive absentee ballot applications from confined voters or voters caring for a confined person requesting delivery of a ballot by absentee voter board. Applications may be submitted to the circuit court clerk in person or by mail, fax, email, or online through the Indiana Voter Portal at indianavoters.com.

DEADLINE, by noon, for a circuit court clerk to receive Federal Post Card Applications (FPCA) from military/overseas voters or an application from a voter with print disabilities requesting to vote by email or fax.

DEADLINE, by noon, for a voter to vote an absentee ballot in the office of the circuit court clerk or satellite office.

DEADLINE for a confined voter, a voter caring for a confined person, or a voter with disabilities to vote an absentee ballot before an absentee voter board at the voter's place of confinement.

Tuesday, November 8, 2022

GENERAL ELECTION DAY

Polls are open 6:00 a.m. to 6:00 p.m., prevailing local time.

Tuesday, November 22, 2022

DEADLINE, by noon, for a candidate to file a verified recount or contest petition.

Thursday, December 1, 2022

VOTER REGISTRATION OPENS

Saturday, December 31, 2022

End of annual reporting period for campaign finance reports.

Wednesday, January 18, 2023

DEADLINE, by noon, for all candidate committees, legislative caucus committees, and political action committees to file annual campaign finance reports for 2022.

2022 Indiana Election Calendar



Published by the
Indiana Election Division
302 West Washington Street, Room E204
Indianapolis, IN 46204-2743
(317) 232-3939 * (800) 622-4941
www.in.gov/sos/elections

This brochure reflects Indiana law as of July 2021. Election law dates are subject to change by the Indiana General Assembly.

This condensed version of the official 2022 election calendar is intended for the use of the general public. **Where your legal rights are involved, do not rely only on this calendar. Consult your attorney or research the law yourself.**

As used in this brochure "county election board" includes the office of the circuit court clerk, the Lake County Board of Elections and Registration, the Porter County Board of Elections and Registration, and the Tippecanoe County Board of Elections and Registration, unless otherwise indicated.

As used in this brochure "county voter registration office" includes the office of the circuit court clerk and the county board of voter registration in a county where a separate voter registration board has been created.

"Noon" refers to noon, local prevailing time, unless otherwise specified. "Midnight" refers to midnight, local prevailing time, unless otherwise specified.

Wednesday, January 5, 2022

First day a declaration of candidacy for major political party primary nomination (or election as a Democratic Party precinct committeeman, or state convention delegate of either major party at the primary) may be filed.

First day a major party primary candidate for U.S. Senator may file a petition of nomination with a county voter registration office for verification of petition signatures.

First day an independent or minor party candidate may file a petition of nomination with a county voter registration office for the general election for verification of petition signatures.

First day to file a declaration of intent to be a write-in candidate for the general election.

Wednesday, January 19, 2022

DEADLINE, by noon, for all candidate committees, legislative caucus committees, and political action committees to file annual campaign finance reports for 2021.

Tuesday, February 1, 2022

DEADLINE, by noon, for a major political party candidate for U.S. Senator to file a petition of nomination with a county voter registration office for verification of petition signatures.

Friday, February 4, 2022

DEADLINE, by noon, Indianapolis time, for major party candidate for U.S. Senator to file a declaration of candidacy and petitions for placement on the primary election ballot with the election division following certification of petition signatures by county voter registration offices.

DEADLINE, by noon, to file a declaration of candidacy for major political party primary nomination (or election as a Democratic Party precinct committeeman, or state convention delegate of either major party at the primary).

Friday, February 11, 2022

DEADLINE, by noon, to file a withdrawal of candidacy for the primary election.

Tuesday, March 1, 2022

DEADLINE, by noon, for regular party committees to file 2021 annual campaign finance reports.

Saturday, March 19, 2022

DEADLINE for the county election board to mail primary election absentee ballots to voters who have previously filed an approved application with circuit court clerk.

Monday, April 4, 2022 **VOTER REGISTRATION ENDS**

Monday, April 4, 2022

DEADLINE at voter registration office's close of business for a voter to apply to register or transfer registration or at midnight for a voter to complete and submit a voter registration application online.

Tuesday, April 5, 2022

First day a voter may vote an absentee ballot in the office of the circuit court clerk or satellite office.

Friday, April 8, 2022

End of pre-primary campaign finance reporting period.

Thursday, April 14, 2022

First day a confined voter, a voter caring for a confined person at a private residence, or a voter with disabilities may vote an absentee ballot before an absentee voter board at the voter's residence or place of confinement.

Monday, April 18, 2022

DEADLINE, by noon, for filing pre-primary campaign finance reports for primary candidates.

Thursday, April 21, 2022

DEADLINE, by 11:59 pm, for the circuit court clerk to receive an absentee ballot application from an applicant requesting delivery of an absentee ballot by mail. Applications may be submitted to the circuit court clerk in person or by mail, fax, email, or online through the Indiana Voter Portal at indianavoters.com.

Saturday, April 23, 2022

Office of the circuit court clerk must be open for at least seven (7) hours to permit in-person absentee voting. However, in a county with a population of less than 20,000, the county election board may reduce hours to a minimum of four (4) hours on this date. Vote center counties must also have at least one vote center used on Election Day open for in-person early voting, in addition to the office of the circuit court clerk.

Saturday, April 30, 2022

Office of the circuit court clerk must be open for at least seven (7) hours to permit in-person absentee voting. However, in a county with a population of less than 20,000, the county election board may reduce hours to a minimum of four (4) hours on this date. Vote center counties must also have at least one vote center used on Election Day open for in-person early voting, in addition to the office of the circuit court clerk.

Monday, May 2, 2022

DEADLINE, by noon, for circuit court clerks to receive absentee ballot applications from confined voters or voters caring for a confined person requesting delivery of a ballot by an absentee voter board. Applications may be submitted to the circuit court clerk in person or by mail, fax, email, or online through the Indiana Voter Portal at indianavoters.com.

DEADLINE, by noon, for a circuit court clerk to receive Federal Post Card Applications (FPCA) from military/overseas voters or an application from a voter with print disabilities requesting to vote by email or fax.

Monday, May 2, 2022

DEADLINE, by noon, for a voter to vote an absentee ballot in person at the office of the circuit court clerk or satellite office.

DEADLINE for a confined voter, a voter caring for a confined person, or a voter with disabilities to vote an absentee ballot before an absentee voter board at the voter's place of confinement.

Tuesday, May 3, 2022

PRIMARY ELECTION DAY

Polls are open 6:00 a.m. to 6:00 p.m., prevailing local time.

Tuesday, May 17, 2022 **VOTER REGISTRATION OPENS**

First day the circuit court clerk may receive absentee ballot applications from most voters for the general election. Applications may be submitted to the circuit court clerk in person or by mail, fax, email, or online through the Indiana Voter Portal at indianavoters.com.

DEADLINE, by noon, for a candidate to file a verified recount or contest petition.

Thursday, June 30, 2022

DEADLINE, by noon, for an independent or minor party candidate to file a petition of nomination with a county voter registration office for verification of petition signatures.

Tuesday, July 5, 2022

DEADLINE, by noon, for the Democratic or Republican Party to select a candidate to fill a vacancy on the general election ballot due to a vacancy resulting from no candidate being nominated at a primary.

DEADLINE, by noon, for the Democratic or Republican Party to file a certificate of selection stating that a vacancy on the general election ballot resulting from a vacancy on the primary election ballot has been filled.

DEADLINE, by noon, to file a declaration of intent to be a write-in candidate at the general election.

DEADLINE, by noon, for the Libertarian Party to conduct a convention to nominate candidates or to take action to fill a ballot vacancy following a convention.

DEADLINE, by noon, for the Libertarian Party to certify candidates nominated at convention or to certify a candidate selected to fill a vacancy following convention.

NOTE: The noon, July 3rd deadlines noted in statute are moved to July 5, 2022, as July 3rd falls on a Sunday and July 4th is a state holiday.

Is there a penalty for circulating or publishing literature or other material concerning a candidate without the required disclaimer?

Yes. The penalty is a Class A misdemeanor, up to a \$5,000 fine or 1 year in jail or both. (IC 3-14-1-3) A civil penalty of up to \$1,000 may also be imposed for a disclaimer which is not presented in a clear and conspicuous manner. (IC 3-9-4-16, 17)

What is the proper procedure to report violations for circulating or publishing materials without a disclaimer?

For local candidates, you must file a written complaint with the appropriate county election board or prosecuting attorney. A written complaint is filed with the Indiana Election Commission for matters involving a statewide or state legislative candidate

May political signs be posted on utility poles or public property?

Political signs may not be posted or placed on **ANY** other person's property, including a highway right-of-way and on utility poles, **without the property owner's permission**. Placing political signs with the approval of the property owner may be subject to local zoning regulations. **Ask your local plan commission for more information.**

An unauthorized sign placed in a highway right-of-way is a public nuisance. The sign may be removed only by the authority having jurisdiction over the highway. (IC 9-21-4-6) Contact the appropriate office (the city or town street department, county highway department or state department of transportation) for assistance.

Inquiries regarding posting political signs and materials on other public property can be directed to the authority having control over the public property, such as the town council, mayor, or the county commissioners' office. Except in voter registration offices, there is no state law that prohibits the display of political signs or literature on public property. However, if political signs or literature are displayed for one candidate or party, then all candidates and parties have the same right to display signs or literature on the public property.

Who has the authority to remove or confiscate materials and literature without a disclaimer?

Only appropriate law enforcement authorities acting under proper legal authority.

Is there a penalty for removing political signs without authority to do so?

Removing signs without the authority to do so may be criminal conversion. (IC 35-43-4-3). *Buzzell v. State*, 636 N.E.2d 158 (1994) Consult your personal attorney if you need information.

When may I begin placing yard signs?

State law does not specify when yard signs may be placed. Instead, this decision is up to counties, cities, and towns. A political subdivision may not enforce an ordinance or a regulation limiting the number or size of signs during the period beginning sixty (60) days before an election and ending the beginning of the sixth day after the election. A political subdivision is not prohibited from enforcing an ordinance or regulation relating to the number or size of signs at any time if necessary to ensure public safety. For purposes of this law, a "sign" has a surface area not greater than thirty-two (32) square feet. (IC 36-1-3-11) There are similar restrictions for homeowner's associations. (IC 32-21-13-4)

Disclaimers on Mailings that Include an Absentee Application

A mailed communication of more than one hundred (100) substantially similar pieces of mail that includes an Indiana absentee ballot application is required to set forth, in a clear and conspicuous manner, the name and mailing address of the person who mailed the communication in at least twelve (12) point type size that is clearly readable by the recipient of the mailing with a reasonable degree of color contrast between the background and the printed statement. The requirement to include the name and mailing address of the person who mailed the communication that includes an Indiana absentee ballot does not apply to direct mailings of one hundred (100) or less of substantially similar pieces of mail. (IC 3-6-4.9; IC 3-11-4-5.2)

NOTE: A mailing containing an absentee application may be required to have both the "paid for by" disclaimer AND the additional notice of who sent the communication. Please consult your personal attorney to determine if both requirements are necessary.

**Political Signs
And
"Disclaimer"
Requirements
For Political Literature,
Advertisements, And
Mailings that Include
an Absentee Application**



**Published by the
Indiana Election Division
302 West Washington Street, Room E-204
Indianapolis, IN 46204
(317) 232-3939 | (800) 622-4941
www.in.gov/sos/elections**

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This brochure discusses requirements governing individuals, organizations, or committees who purchase advertisement time or space or circulate or publish material in support of or in opposition to a candidate, a political party, or a public question. The information in this brochure is based on Indiana law as of November 2019. Where your legal rights are involved, do not rely on this brochure. Instead, review the law yourself or consult your attorney.

WHAT is a “disclaimer”?

A disclaimer identifies **who** paid for certain political material and **whether** any candidate approves of the material if the material is paid for by someone other than the candidate.

Must political messages on radio, television, or cable broadcasts include a disclaimer?

In general, these media are regulated by federal law, not Indiana law. For information about disclaimers for radio, television, or cable, contact the Federal Communication Commission (FCC) at (202) 418-1440 or visit www.fcc.gov. Contact the Federal Election Commission (FEC) at (800) 424-9530 or visit www.fec.gov for information about disclaimers on web sites or when using email lists.

Must political messages in literature or other material concerning candidates for federal offices include a disclaimer?

Disclaimers on this type of literature or material are governed by federal law. Contact the Federal Election Commission for information.

Must political messages concerning candidates for state, local, or school board offices include a disclaimer on literature or material concerning the candidate?

All persons must print a disclaimer on literature and other material if the material clearly identifies a candidate for these offices and expressly advocates the election or defeat of a clearly identified candidate. This requirement applies to all individuals and political organizations, whether or not the individual or organization is required to file campaign finance reports. (IC 3-9-3-1)

Must political messages concerning candidates for selection to fill a vacant office or ballot position at a party caucus include a disclaimer?

Yes. The disclaimer law applies to all caucuses. However, the material must clearly identify a candidate and expressly advocate the selection of a clearly identified candidate to fill an office or ballot vacancy, or the defeat of such a candidate.

What about literature or material supporting or opposing a referendum?

No. A disclaimer is not required on literature or material concerning a public question. (IC 3-9-3-2.5(a)(2))

What about precinct committeemen or state convention delegates elected at a primary?

No. A disclaimer is not required on literature or other material about candidates for political party offices.

WHEN is a disclaimer required on literature or material concerning a “clearly identified” candidate?

A disclaimer is required when the name, or a photograph or drawing of the candidate appears in the material or the identity of the candidate is apparent by unambiguous reference. (IC 3-9-3-2.5)

WHERE must the disclaimer appear?

The disclaimer must appear on the front face of a billboard. However, if a mailing or other communication contains more than one page, the disclaimer can appear on either the front page or an inside page. The disclaimer is not required to be placed on each page of a document.

Are there SIZE and COLOR contrast requirements?

Yes, a disclaimer must be at least 7 point font and the color of the disclaimer must contrast with the background color. The disclaimer cannot be difficult to read or easily overlooked, and must be presented in a clear and conspicuous way.

WHAT does the disclaimer have to state?

The language required for the disclaimer depends on who authorized and who paid for the literature or material. The individual, organization, or committee must include the following statement or the equivalent as a disclaimer:

(1) If both authorized and paid for by the candidate or candidate's committee or an agent of the committee:

Paid for by Doe for State Senate Committee

(2) If authorized by the candidate but paid for by someone other than the candidate, or the candidate's committee agents:

Paid for by (ABC PAC, or ABC Political Party, or ABC Corporation, or ABC Labor Union, or ABC Association, or Mary Smith, voter) and authorized by Doe for Sheriff Committee.

(3) If not authorized or paid for by the candidate, the candidate's committee or its agents:

Paid for by John Doe, Mary Parker and Bill Jones, and not authorized by any candidate or candidate's committee.

(4) If a regular party committee distributes a slate card, or sample ballot with three or more candidates

listed; campaign materials such as handbills, posters, and brochures to be used by political party volunteers; materials distributed by party volunteers for a get-out-the-vote drive:

Paid for by Tecumseh County ABC Party Committee.

(5) If a political committee (other than a candidate's committee) solicits contributions from the public:

Paid for by Committee for Good Government PAC.

along with the statement concerning tax deductions in (6) below.

Must a disclaimer appear in all literature and advertisements soliciting contributions?

(6) A communication asking for contributions sent by a committee with gross receipts over \$100,000 in a taxable year must include both the appropriate disclaimer and the following statement concerning income tax deductions:

Contributions or gifts to the _____ (insert the name of the committee) are not deductible as charitable contributions for federal income tax purposes.

However, a political action committee soliciting funds to pay its administrative costs is not required to include the disclaimer required by state law since these “administrative costs” are not “contributions” under Indiana law. (IC 3-5-2-15(e))

What are some examples of political materials and literature requiring disclaimers?

Direct mail pieces sent to more than 100 persons, newspaper advertisements, billboards, signs, posters, **yard signs** (whether homemade or commercially printed), portable billboards, brochures, leaflets, circulars, and letterhead.

Does the disclaimer have to appear on ALL printed materials or campaign items?

No. The disclaimer is not required on bumper stickers, pins, buttons, pens, and similar small items where a disclaimer cannot be conveniently printed. The disclaimer is not required on wearing apparel or on committee checks and receipts. Certain communications (direct mailings of 100 or less similar pieces of mail, or communications by the PAC of a corporation or labor union requesting contributions from stockholders or labor union members) are not required to contain disclaimers.



CANDIDATE'S STATEMENT OF ORGANIZATION AND DESIGNATION OF PRINCIPAL COMMITTEE OR EXPLORATORY COMMITTEE

(CFA-1)

State Form 4604 (R15 / 5-19)

Indiana Election Division (IC 3-9-1-3; IC 3-9-1-4; IC 3-9-1-5)

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK. SEE INSTRUCTIONS ON REVERSE SIDE.

						FILE NUMBER
1. IS THIS AN AMENDMENT? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please enter the file number in this box.</i> →						
SECTION A. CANDIDATE INFORMATION: Fill in all applicable boxes as fully and accurately as possible.						
2. Last Name		First Name		Middle Name		Nickname
						3. Type of Committee (Check one) <input type="checkbox"/> Candidate's Principal Committee <input type="checkbox"/> Exploratory Committee
4. Mailing Address (number and street, city, state, and ZIP code)				5. FAX (Optional) ()		6. E-mail Address (Optional)
7. City		State IN	ZIP Code	8. County		9. Telephone (Day) ()
						10. Telephone (Evening) ()
11. Party Affiliation <input type="checkbox"/> Democratic <input type="checkbox"/> Libertarian <input type="checkbox"/> Republican <input type="checkbox"/> Other _____				12. Office Sought (Include district number, if any. Not required for an exploratory committee.)		
SECTION B. COMMITTEE INFORMATION: Fill in all applicable boxes as fully and accurately as possible.						
13. Full Name of Committee (Do not abbreviate.) <input type="checkbox"/> Check if this is a new name.						
14. Mailing Address (number and street, city, state, and ZIP code) <input type="checkbox"/> Check if this is a new address.				15. FAX (Optional) ()		16. E-mail Address (Optional)
17. City		State	ZIP Code	18. County		19. Telephone ()
						20. Committee Organization Date (mm/dd/yy)
21. Chairperson's Full Name <input type="checkbox"/> Designate Candidate as Chairperson. <input type="checkbox"/> Check if this is a new chairperson.						
22. Mailing Address (number and street, city, state, and ZIP code) <input type="checkbox"/> Check if this is a new address.				23. FAX (Optional) ()		24. E-mail Address (Optional)
25. City		State	ZIP Code	26. County		27. Telephone (Day) ()
						28. Telephone (Evening) ()
29. Bank or Other Depositories (List all banks or other depositories in which the committee deposits funds, holds accounts, rents safety deposit boxes or maintains funds.)						
30. Exploratory Committee (Give brief statement explaining purpose of an exploratory committee only.)				31. Salaries and Reimbursements (Will the committee pay the candidate a salary or reimbursement for lost wages? If Yes, attach a copy of the contract.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
SECTION C. APPOINTMENT OF TREASURER (IC 3-9-1-14)						
32. I, as Chairperson of the foregoing committee, appoint the following person as Treasurer of the Committee.			Person Appointed Treasurer		Signature of the Committee Chairperson	
33. Treasurer's Full Name <input type="checkbox"/> Designate candidate as treasurer. <input type="checkbox"/> Check if this is a new treasurer.						
34. Mailing Address (number and street, city, state, and ZIP code) <input type="checkbox"/> Check if this is a new address.				35. FAX (Optional) ()		36. E-mail Address (Optional)
37. City		State	ZIP Code	38. County		39. Telephone (Day) ()
						40. Telephone (Evening) ()
SECTION D. ACCEPTANCE OF APPOINTMENT (IC 3-9-1-15)						
41. I give notice that I accept the duties and responsibilities of Treasurer of this Committee. I am not the chairperson of a campaign finance committee (except as permitted for a candidate committee under IC 3-9-1-7).					Signature of Person Accepting Appointment	
SECTION E. CERTIFICATION OF STATEMENT						
We certify as the candidate and the duly appointed Chairperson of the Committee and that we have examined this statement. To the best of our knowledge and belief it is true, correct and complete.						
42. Typed or Printed Name of Chairperson		Signature of Chairperson			Date (mm/dd/yy)	
43. Typed or Printed Name of Candidate		Signature of Candidate			Date (mm/dd/yy)	
Warning: State law requires that any change in this information be reported within ten (10) days of the change (IC 3-9-1-10). A person who knowingly files a fraudulent report commits a Level 6 D felony (IC 3-14-1-13). A person who fails to file a complete or accurate report as required by the Indiana Campaign Finance Law commits a Class B misdemeanor (IC 3-14-1-14), and may be subject to civil penalties (IC 3-9-4-16, IC 3-9-4-17, and IC 3-9-4-18).						

INSTRUCTIONS FOR COMPLETING THIS FORM

This is a dual purpose form. The most common use of this form is to designate a candidate's principal committee in which the candidate is both the chairperson and treasurer. The form enables the candidate to organize and at the same time designate the candidate's principal committee as required by IC 3-9-1-3, IC 3-9-1-4 & IC 3-9-1-5.

The form also allows a person exploring opportunities for seeking a political office but who has not definitely decided to be a candidate for a particular office to organize an exploratory committee. If the candidate is not yet a candidate for a **specific** office, check "exploratory committee" under Section A 3. When the candidate **does** become a candidate for a specific office, an amended CFA-1 must be filed.

The preparer should **type or print legibly in black ink** all information on this form. If more space is needed please attach additional sheets. All versions of State Form 4604 prior to revision (R10/10-01) are obsolete and cannot be used (IC 3-5-4-8). State law requires that any changes on this form must be reported **WITHIN TEN (10) DAYS OF THE CHANGE**.

ITEM 1. IS THIS AN AMENDMENT? Check the appropriate box. If "YES" is checked, enter the file number in the file number box and go on to Section A. If "NO" is checked, proceed directly to Section A.

SECTION A. CANDIDATE INFORMATION: Enter the name of the candidate, as set forth in the candidate's voter registration record and any nickname the candidate uses.

TYPE OF COMMITTEE. See second paragraph above. Be sure to enter the full and current address and the ZIP Code+4, if known. Under party affiliation, enter the party the candidate supports. If no party is supported, enter "Independent." A "Write-In" candidate should follow the same procedure; do not write "Write-In."

OFFICE BEING SOUGHT. Enter the full name of that office. For example, "Indiana State Senator, District ____." ***This box is not required to be completed by an exploratory committee.***

SECTION B. COMMITTEE INFORMATION: Do not use any abbreviations in the committee name. Check the new name box if this is a new name. Be sure to enter the full and current mailing address. All correspondence with the committee relative to filings under the Campaign Finance Act will be mailed to this address, unless specified otherwise.

Check the new address if appropriate. Enter the ZIP Code+4, if known, in all boxes calling for the ZIP Code. The date the committee was organized may be the date the candidate publicly announced, filed a declaration of candidacy, solicited or accepted contributions, or made an expenditure. (IC 3-5-2-6)

ITEM 16. COMMITTEES FILING WITH THE INDIANA ELECTION DIVISION ONLY: Committees that file campaign finance reports with the Indiana Election Division and wish to file these reports electronically may contact the Election Division at (800) 622-4941 or at the e-mail address campaignfinance@iec.in.gov for further information.

ITEM 21. Chairperson. This may be the candidate. However, the chairperson may not be the treasurer of any other campaign finance committee except in the case of the candidate's committee. Check if this is a new chairperson or new information.

ITEM 29. Bank or Other Depositories. If a candidate's committee accepts contributions or makes expenditures on an aggregate amount of more than two hundred dollars (\$200) in a year, all funds of a committee must be segregated from, and may not be commingled with, the personal funds of officers, members or associates of the committee. (IC 3-9-2-9)

ITEM 30. Exploratory Committee. Enter a brief statement explaining the purpose of this committee. Example: "To receive and expend funds to explore the opportunities for elected office."

ITEM 31. Salaries and Reimbursements. Pursuant to Indiana Election Commission Advisory Opinion 2001-01, attach a copy of any contract between the committee and the candidate permitting salary and reimbursement payments.

SECTION C. APPOINTMENT OF TREASURER:

ITEM 32. Treasurer. The treasurer must be a U.S. citizen and may not be the chairperson of any other campaign finance committee except in the case of a candidate's committee. The treasurer's duties and responsibilities are discussed in detail in the Instruction Manual for the Indiana Campaign Finance Act (*current edition*). Check if this is a new treasurer or new information. This section must be completed in its entirety by the committee chairperson.

SECTION D. ACCEPTANCE OF APPOINTMENT: The treasurer must provide the treasurer's written signature verifying acceptance of the duties and responsibilities as committee treasurer.

SECTION E. CERTIFICATION OF STATEMENT: The chairperson and candidate must enter their typed or printed names, written signatures and date signed in this section. **Note:** If the candidate and the chairperson are the same only one signature is necessary.

SPECIAL INSTRUCTIONS FOR STATEWIDE CANDIDATES AND STATE LEGISLATIVE CANDIDATES

This form must be filed **electronically** with the Election Division. Contact 1-800-622-4941 for more information. *If you are opening a committee for the first time, or amending your current CFA-1 due to a change in treasurer or chair*, a signed copy of the CFA-1 (with original signatures) must also be emailed or faxed to the Election Division.

WARNING: Any information contained in this statement may not be copied for sale or used for any commercial purpose. (IC 3-9-4-5) Using campaign funds for primarily personal purposes is prohibited. (IC 3-9-3-4 and IC 3-9-1-12)



DECLARATION OF CANDIDACY FOR PRIMARY NOMINATION IN 2022

State Form 46439 (R20 / 8-21)
Indiana Election Division (IC 3-8-2-7)

(CAN-2)

Reset Form

INSTRUCTIONS: This form is used by an individual who is seeking the Democratic or Republican party nomination to an elected office in a primary election. A declaration of candidacy must be filed not earlier than January 5, 2022 and not later than **NOON, February 4, 2022**. Please print or type all information on this form except all signatures. **SEE IMPORTANT INFORMATION ON BACK OF FORM.** Candidates seeking the office of U.S. Senator in a primary election also file CAN-4 forms. All candidates seeking a primary nomination for a LOCAL office (other than circuit, probate, or superior court judge, or prosecuting attorney) must also file the CAN-12 form WITH this form.

STATE OF INDIANA)
)
COUNTY OF _____)

GENERAL INFORMATION

I, _____, the undersigned, certify the following:
Name of Candidate

(1) I am a registered voter of Precinct _____ of the Township of _____,
(or of Ward, if applicable, _____ of the City or Town of _____,) County of _____,
State of Indiana.

(2) I request that my name be placed on the official primary ballot of the **(check one)** ☐ Democratic Party or ☐ Republican Party
with which I am affiliated to be voted on at the primary election to be held on May 3, 2022, for the office of
_____, District _____ (if any).
Name of Office

(3) **I am claiming affiliation with the Democratic or Republican Party.** I understand that my party affiliation is determined by which party I voted for in the last two primary elections in Indiana in which I voted. I understand that if I cannot meet this party affiliation requirement I must obtain and file with this declaration a certificate from the appropriate county chairman of the party indicating that I am a member of this political party. I meet the requirement to be affiliated with the political party indicated because: **(check one)**
☐ The two most recent primary elections in Indiana in which I voted were the primaries held by the party with which I claim affiliation above.
☐ The county chairman of the county in which I reside, and of the political party with which I claim affiliation above, has certified that I am a member of the political party. (I have attached a copy of the county chairman's certification to this form.)

(4) *(This paragraph does not apply to a candidate for federal office.)* I comply with all requirements under the laws of the State of Indiana to be a candidate for this office including any applicable residency requirement. I am not ineligible to be a candidate due to a criminal conviction that would prohibit me from serving in this office.

RESIDENCY INFORMATION

(5) My complete residence address is:

_____, IN (amend if other state) _____
Complete residence address must be included *City* *ZIP Code*

(6) My mailing address is:

Write address if mailing address is different from residence address; write "SAME" if both addresses are identical

_____, IN (amend if other state) _____
Mailing address *City* *ZIP Code*

CANDIDATE NAME INFORMATION

I request that my name appear on the primary election ballot in the following manner:

(Include any Nickname and/or Suffix, such as Jr., Sr., II, III, IV)

I also request that my name on my voter registration record be the same as the name on this declaration of candidacy. (IC 3-8-2-7(c))

The candidate's name must comply with the requirements in Indiana Code 3-5-7. If a candidate's name does not comply with this state law, the declaration may be challenged under Indiana Code 3-8-1-2. A candidate may use a nickname on the ballot only if the nickname is a name by which the candidate is commonly known and does not exceed 20 characters. A candidate may not use a title or degree as a designation or a designation that implies a title or degree. Nicknames are required to be printed on the ballot using parentheses.
EXAMPLE: John R. (Jack) Doe

PLEASE COMPLETE REVERSE OF FORM

CANDIDATE CERTIFICATION

- (7) *(This paragraph does not apply to federal offices.)* By initialing, I acknowledge that I have attached a copy of the applicable statement of economic interest statement, file stamped by the office required to receive the statement, or a receipt or photocopy of a receipt showing that this statement of economic interest has been filed. **(initial here)** _____
- (8) *(This paragraph does not apply to a candidate for federal office or state legislative office)* By initialing, I acknowledge that I might be required to file a surety bond before serving in office. **(initial here)** _____
- (9) *(This paragraph does not apply for candidates for federal office, state office, or state legislative office.)* By initialing, I acknowledge that I might be required to complete training or have attained certification related to service in office. **(initial here)** _____
- (10) *(This paragraph does not apply to a candidate for federal office.)* By initialing, I acknowledge that I am aware of the provisions of the Indiana Campaign Finance Act (IC 3-9) regarding campaign finance and the reporting of campaign finance contributions and expenditures and I agree to comply with IC 3-9. **(initial here)** _____
- (11) I have been a candidate for state, state legislative, or local office in a previous primary, municipal, special, or general election:
(check one) ☐ Yes ☐ No *If the answer to this question is no, skip paragraph 12 and proceed to paragraph 13.*
- (12) I have filed all reports required by IC 3-9-5-10 for all previous candidacies: **(check one)** ☐ Yes ☐ No
- (13) *(This paragraph only applies to a candidate for a local office, including judicial offices and prosecuting attorney, if the local office receives compensation of at least \$5,000 per year, or to a local office if the local office receives compensation of less than \$5,000 but the candidate raises or spends more than \$500.)* I have filed a campaign finance statement of organization for my principal candidate's committee with the appropriate county election board **OR** I am aware that I may be required to file the campaign finance statement of organization not later than noon, seven (7) days after the final date to file this declaration of candidacy. **(initial here)** _____

**I certify that the information in this Declaration of Candidacy is true and complete,
and that I meet the specific requirements of this office.**

_____/_____/_____(_____)_____(_____)_____
Signature Date Signed (MM/DD/YYYY) Telephone (Day) Telephone (Evening)

OPTIONAL INFORMATION:

Candidate's email: _____ Campaign website: _____

STATE OF _____)
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 2022.

SEAL

Notary Public or Other Official Administering Oath according to IC 33-42-9-7

My Commission expires *(applies only to Notary Public)*: _____ County of Residence: _____

CAMPAIGN FINANCE NOTICE

- A candidate's committee must file a pre-primary campaign finance report no later than **NOON, April 18, 2022**, with the Indiana Election Division (if a candidate for a state legislative office) or with the appropriate county election board (if a candidate for a local office nominated in the primary).
- The candidate's committee must also file a pre-primary supplemental report no later than forty-eight (48) hours after the committee receives any contribution of \$1,000 or more during the period beginning **April 9, 2022 and ending at 6:00 a.m. on May 1, 2022**, with the Indiana Election Division or appropriate county election board. If no such contribution is received, the candidate's committee is not required to file a supplemental report.
- A candidate's committee must file a pre-election campaign finance report no later than **NOON, October 21, 2022**, with the Indiana Election Division (if a candidate for a state legislative office) or with the appropriate county election board (if a candidate for a local office).
- The candidate's committee must also file a pre-election supplemental report no later than forty-eight (48) hours after the committee receives any contribution of \$1,000 or more during the period beginning **October 15, 2022 and ending at 6:00 a.m. November 6, 2022**, with the Indiana Election Division or appropriate county election board. If no such contribution is received, the candidate's committee is not required to file a supplemental report.
- A person who fails to file a report with the Indiana Election Division or a county election board is subject to a civil penalty of \$50 for each day the report is late, with the afternoon of the final date for filing the report being calculated as the first day, for a maximum penalty of not more than \$1,000, plus any investigative costs incurred and documented by the Election Division or county election board. **NOTE: State legislative candidates are required to file electronically with the Election Division.**

NOTE TO CANDIDATES FOR STATEWIDE OFFICE:

A candidate's committee must file "quarterly" campaign finance reports with the Indiana Election Division (IED), according to the following schedule. These filings must be made electronically and are subject to the same civil penalties set forth in the Campaign Finance Notice above. Contact the Campaign Finance Division of IED for more information.

The committee must file quarterly reports no later than noon, Indianapolis time:

- (1) April 18, 2022, covering the period from January 1, 2022 through March 31, 2022.
- (2) July 15, 2022, covering the period from April 1, 2022 through June 30, 2022.
- (3) October 17, 2022, covering the period from July 1, 2022 through September 30, 2022.
- (4) November 1, 2022, covering the period from October 1, 2022 through October 24, 2022.
- (5) January 18, 2023, covering the period from October 25, 2022 through December 31, 2022.

The candidate's committee must also file supplemental reports with the Indiana Election Division no later than forty-eight (48) hours after the committee receives contributions from a person that total \$1,000 or more during the reporting periods listed below. If no such contribution is received, the candidate's committee is not required to file a supplemental report.

- (1) Supplemental Reporting Period: April 1, 2022, through NOON, April 18, 2022.
- (2) Supplemental Reporting Period: July 1, 2022, through NOON, July 15, 2022.
- (3) Supplemental Reporting Period: October 1, 2022, through NOON, October 17, 2022.
- (4) Supplemental Reporting Period: October 25, 2022, through NOON, November 1, 2022.

INSTRUCTIONS: This statement must be filed with a candidate's: (1) declaration of candidacy for nomination at a primary or town party convention; (2) certificate of nomination by a Libertarian Party convention; (3) petition of nomination as a school board candidate; (4) petition of nomination as a minor party or independent candidate; (5) declaration of intent to be a write-in candidate; or (6) certificate of candidate selection to fill an early or late vacancy on a general or municipal election ballot. This statement must also be filed no later than noon 60 days after an individual assumes a vacant local office. **NOTE:** A candidate who files a petition of nomination for an office in a county that has a separate voter registration board from the circuit court clerk's office must file this statement with the petition of nomination after the petition has been certified by the voter registration board and when it is presented for filing with the office described in IC 3-8-2-6.

STATE OF INDIANA
COUNTY OF _____

INFORMATION FOR THE CALENDAR YEAR **BEFORE** THE DATE OF THIS FILING:
20_____

NOTE: Insert "Not Applicable" where appropriate.

- I, _____ the undersigned, certify the following:
Name of Candidate or Person Filling Vacant Office
- (1) The elected office which I seek as a candidate, or to which I have been appointed to fill a vacancy is _____ (Include district, if applicable.)
 - (2) The name of my spouse was _____
 - (3) The name of my employer and the nature of its business was _____
 - (4) The name of the employer of my spouse and the nature of its business was _____
 - (5) If I owned a sole proprietorship, the name of the sole proprietorship and the nature of its business was _____
 - (6) If I operated a professional practice, the name of the professional practice and the nature of its business was _____
 - (7) If I was a member of a partnership, the name of the partnership and the nature of its business was _____
 - (8) If my spouse was a member of a partnership, the name of the partnership and the nature of its business was _____
 - (9) If I was a member of a limited liability company, the name of the limited liability company and the nature of its business was _____
 - (10) If my spouse was a member of a limited liability company, the name of the limited liability company and the nature of its business was _____
 - (11) If I was an officer or a director of a corporation (other than a church), the name of the corporation and the nature of its business was _____
 - (12) If my spouse was an officer or a director of a corporation (other than a church), the name of the corporation and the nature of its business was _____

COMPLETE THE AFFIRMATION ON REVERSE SIDE OF THIS FORM.

I, the undersigned, affirm that the information set forth on this Statement of Economic Interests is true and complete.

Signed, this the _____ day of _____, 20____:

Signature

Printed Name

STATE OF _____)
COUNTY OF _____)

Subscribed and affirmed to before me this _____ day of _____, 20____.



Notary Public or Other Official Administering Oath

My Commission expires (*applies only to Notary Public*): _____

County of Residence: _____

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- A candidate's committee must file a pre-election campaign finance report no later than **NOON, October 21, 2022**, with the Indiana Election Division (if a candidate for a state legislative office) or with the appropriate county election board (if a candidate for a local office).
- The candidate's committee must also file a pre-election supplemental report no later than forty-eight (48) hours after the committee receives any contribution of \$1,000 or more during the period beginning **October 15, 2022 and ending at 6:00 a.m. November 6, 2022**, with the Indiana Election Division or appropriate county election board. If no such contribution is received, the candidate's committee is not required to file a supplemental report.
- A person who fails to file a report with the Indiana Election Division or a county election board is subject to a civil penalty of \$50 for each day the report is late, with the afternoon of the final date for filing the report being calculated as the first day, for a maximum penalty of not more than \$1,000, plus any investigative costs incurred and documented by the Election Division or county election board. **NOTE: State legislative candidates are required to file electronically with the Election Division.**

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- (4) November 1, 2022, covering the period from October 1, 2022 through October 24, 2022.
- (5) January 18, 2023, covering the period from October 25, 2022 through December 31, 2022.

The candidate's committee must also file supplemental reports with the Indiana Election Division no later than forty-eight (48) hours after the committee receives contributions from a person that total \$1,000 or more during the reporting periods listed below. If no such contribution is received, the candidate's committee is not required to file a supplemental report.

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- (3) Supplemental Reporting Period: October 1, 2022, through NOON, October 17, 2022.
- (4) Supplemental Reporting Period: October 25, 2022, through NOON, November 1, 2022.

**2022-2023 STATE OF INDIANA CAMPAIGN FINANCE REPORTING SCHEDULE FOR
POLITICAL ACTION COMMITTEES, REGULAR PARTY COMMITTEES AND
CANDIDATE'S COMMITTEES (EXCEPT FOR STATEWIDE CANDIDATES)**

*(All reports must be received and filed by 12:00 noon, local prevailing time.
Local prevailing time means the time in the location where the filing is made)*

REPORT	REPORTING PERIOD	FILING DEADLINE (whether hand delivered, mailed, or faxed)
2021 ANNUAL REPORT	01/01/2021 – 12/31/2021 or Ending 12/31/2021 if a previous report was filed in 2021	01/19/2022 (noon) All Candidates, PACs, and Legislative Caucus Committees 03/01/2022 (noon) All Regular Party Committees
2022 PRE- PRIMARY REPORT	01/01/2022 – 04/8/2022	04/18/2022 (noon) All Candidates (except candidates for statewide office) on the 2022 Primary Election Ballot or who have filed for the primary and are unopposed. All PACs, and Regular Party Committees
2022 PRIMARY ELECTION SUPPLEMENTAL REPORT	04/09/2022 – 05/01/2022	Not later than 48 hours after receipt of "large contributions": All Candidates (except candidates for statewide office) on the 2022 Primary Election Ballot or who have filed for the primary and are unopposed
2022 PRE-ELECTION REPORT	04/09/2022 – 10/14/2022	10/21/2022 (noon) All Candidates (except candidates for statewide office) on 2022 General Election Ballot or who are candidates at the general election and are unopposed. All PACs, and Regular Party Committees
2022 GENERAL ELECTION SUPPLEMENTAL REPORT	10/15/2022 – 11/6/2022	Not later than 48 hours after receipt of "large contributions": All Candidates (except candidates for statewide office) on 2022 General Election Ballot or who are candidates at the general election and are unopposed.
2022 ANNUAL REPORT	10/15/2022 – 12/31/2022 or Ending 12/31/2022 if no previous report was filed in 2022	01/18/2023 (noon) All Candidates, PACs, and Legislative Caucus Committees 03/01/2023 (noon) All Regular Party Committees



Starke County Clerk's Office

Bernadette Manuel, Clerk

53 East Washington Street, PO Box 395, Knox, Indiana 46534

Phone: 574-772-9128

FEDERAL AGENCY:

US ELECTION ASSISTANCE COMMISSION

DIRECT: 301-563-3919

TOLL FREE: 866-747-1471

STATE AGENCIES:

INDIANA ELECTION DIVISION

DIRECT: 317-232-3939

TOLL FREE 800-622-4941

INDIANA SECRETARY OF STATE

DIRECT: 317-232-6531

INDIANA REPUBLICAN STATE CENTRAL COMMITTEE

DIRECT: 317-635-7561

TOLL FREE: 800-466-1087

INDIANA DEMOCRATIC STATE CENTRAL COMMITTEE

DIRECT: 317-231-7100

TOLL FREE: 800-223-3387

STARKE COUNTY ELECTION BOARD:

MARCIA BEDROCK: PRESIDENT REPUBLICAN CHAIRMAN

COLLEEN HODGE: DEMOCRATIC CHAIRMAN

BERNADETTE MANUEL: STARKE COUNTY CLERK/CEB SECRETARY

ELECTION OFFICE: 574-772-9160