

## Questions and Answers on Magisterial District Judge Certificate of Nomination

1. What is an Incumbent Magisterial District Judge Certificate of Nomination?
  - a. The Incumbent Magisterial District Judge Certificate of Nomination (IMDJCN) is a means for an elected incumbent Magisterial District Judge to access the ballot of the primary election without gathering signatures.
  - b. The IMDJCN is established by Section 912.1(32) of the PA Election Code, 25 P.S. § 2872.1(32), which was enacted into law by Act 127 of 2018 on October 24, 2018.
  - c. The language of Act 127 of 2018 is available online at <https://www.legis.state.pa.us/cfdocs/Legis/LI/uconsCheck.cfm?txtType=HTM&yr=2018&sessInd=0&smthLwInd=0&act=127>.
2. Is this the same as the “other” certificate of nomination that has existed for many years?
  - a. No. Certificates of nomination are issued under the Election Code’s Article IX(E), 25 P.S. §§ 2953-60, to fill vacancies caused by death or withdrawal of a candidate, and are used to submit a candidate’s name for a November election or a special election. They are like the IMDJCN only in that no voters’ signatures must be gathered.
  - b. The IMDJCN is used to submit a candidate’s name for the primary election, and only for an incumbent magisterial district judge running for re-election. (An incumbent magisterial district judge serving by appointment of the Governor may **not** file an IMDJCN, but must circulate and file nomination petitions in the same manner as any other non-incumbent candidate.)
3. When filing for re-election, what other documents must incumbent magisterial district judges submit besides the certificate?
  - a. The General Assembly in Act 127 did not specify the requirements for filing in detail, but the Department of State understands the IMDJCN to take the place of the nomination petition only.
  - b. Other candidate filing requirements established by the Election Code remain in effect, including:
    - i. Candidate’s Affidavit,
    - ii. Filing Fee,
    - iii. Statement of Financial Interest, and
    - iv. Campaign Finance Filing Requirements or Waiver of Expense Account reporting Affidavit.
4. What is the deadline for filing these documents?
  - a. The Department of State understands the deadline for filing the IMDJCN to be the same as the deadline for filing nomination petitions.
  - b. For other required documents and filings, their respective deadlines continue to apply.
5. What about third parties?
  - a. Act 127 addresses only nomination petitions and access to the ballot for the primary election, which by law is conducted only for the nomination of candidates by the “major” political parties (*i.e.*, the Republican and Democratic parties currently).
  - b. Act 127 does not appear to grant any privileged ballot access to incumbent magisterial district judges who seek the nomination of a minor political party or a political body. An incumbent magisterial district judge who seeks re-election as the candidate of a minor political party or political body must, like any other such candidate, gather signatures through nomination papers as provided in Section 912.2 and Article IX(B) of the Election Code, 25 P.S. §§ 2872.2, 2911-14.

**COMMONWEALTH OF PENNSYLVANIA**  
**INCUMBENT MAGISTERIAL DISTRICT JUDGE NOMINATION CERTIFICATE**

Notice of Intent to Seek Nomination in the \_\_\_\_\_ (date) Municipal Primary.

1. Name of Candidate: \_\_\_\_\_
2. Name as it is to appear on the ballot: \_\_\_\_\_
3. Residential Street Address/Post Office/ZIP Code of Candidate:  
\_\_\_\_\_
4. Municipality (City/Borough/Township): \_\_\_\_\_ County: \_\_\_\_\_
5. Voting Precinct Name (Ward and District/Division, if applicable): \_\_\_\_\_
6. Mailing Address (if different from residential):  
\_\_\_\_\_
7. Email \_\_\_\_\_ Phone Number \_\_\_\_\_
8. Office Sought: Magisterial District Judge for Magisterial District No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_, located in \_\_\_\_\_ County, Pennsylvania
9. Office Currently Held: Magisterial District Judge for Magisterial District No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_, located in \_\_\_\_\_ County, Pennsylvania. I was elected on \_\_\_\_\_ (date) and entered into service on \_\_\_\_\_ (date).
10. Political Party Nomination(s) Sought (choose one):  
Democratic \_\_\_\_\_  
Republican \_\_\_\_\_  
Both \_\_\_\_\_

**CANDIDATE'S AFFIDAVIT**

COMMONWEALTH OF PENNSYLVANIA

SS:

COUNTY OF \_\_\_\_\_

I do swear (or affirm) that my residence, my election district and the name of the office for which I desire to be a candidate are as specified above, that I am eligible for said office, and that I will not knowingly violate any election law or any law regulating and limiting nomination and election expenses, and prohibiting corrupt practices in connection therewith; that I am aware of the provisions of Section 1626 of the Pennsylvania Election Code requiring pre-election and post-election reporting of campaign contributions and expenditures; that I am not a candidate for an office which I already hold, the term of which is not set to expire in the same year as the office subject to this affidavit. I further swear (or affirm) that I am the elected incumbent Magisterial District Judge in the above-specified district, and I acknowledge that by filing this certificate, I will forego the opportunity to object to the nomination petitions of any other candidate for magisterial district judge.

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I swear (or affirm) to the above as required by the laws applicable to the office I seek.

\_\_\_\_\_  
(Signature of Person Administering Oath)

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Official Title

\_\_\_\_\_  
Printed Name of Candidate

My Commission Expires \_\_\_\_\_

**DELAWARE COUNTY BUREAU OF ELECTIONS**  
**INCUMBENT MAGISTERIAL DISTRICT JUDGE NOMINATION**  
**CERTIFICATE (Act 127-2018) GENERAL INFORMATION**

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Please read carefully the following guidelines before completing and submitting your Nomination Certificate. Be certain to read all sections of the actual Nomination Certificate and the attached PA Department of State Question and Answers.

First Day to execute MDJ Nomination Certificate . . . February 16, 2021  
Last day to File MDJ Nomination Certificate ... March 09, 2021

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1. The Delaware County Bureau of Elections is the supervisor for elections of county and local level offices, candidates seeking state office must contact Pennsylvania Department of State.
2. The name as printed on item #2 of the Incumbent Magisterial District Judge Nomination Certificate is the name that will appear on the ballot, example: legal name of person is Joseph P. Smith, Jr. but wishes name to appear on the ballot as Joe Smith, Jr.
3. **Nicknames** (not derivatives of your legal name) may not be printed on ballots.
4. The **complete mailing address of the candidate must be legibly printed** on item #3 and #4. **Be certain to list post office where mail is to be sent** on #3 and the city, borough or township of residence on #4. The post office may be Broomall but township is Marple or post office may be Bryn Mawr but Township is Radnor  
Example:           John T. Doe  
                          123 Main Street, Broomall (Marple Twp) PA 19008
5. Do not include a social security number on the Nomination Certificate affidavits, SS: is a legal symbol for Sworn and Subscribed to **not** Social Security Number. Note that Nomination Certificates and all attachments are public record.
6. All forms must be notarized before filing with the Bureau of Elections.
7. Candidates who **Do Not** sign the **Waiver of Expense** Account Reporting Affidavit are **required** to file candidate statements or reports according to the Campaign Finance Calendar. Blank statements and reports can be obtained from this office upon request or may be downloaded from our website. Failure to file reports in a timely manner will result in costly fines.
8. If the office you are filing for requires a filing fee, the payment is made in with the Delaware County Treasurer's Office prior to filing the nomination certificate in the Bureau of Elections. Make certified checks or money orders payable to: **Delaware County Treasurer** (cash is also acceptable). Personal checks **will not** be accepted. Filing fees will not be refunded for any reason, including the candidates withdraw.
9. The State Ethics Commission has revised the Statement of Financial Interests Form (SEC-1 Rev.01/21), it no longer has a carbon copy. The revised statement has only the original page (instructions on where to file are on the back); copies required for additional filings must be made by the candidate.

**DELAWARE COUNTY BUREAU OF ELECTIONS**  
**INCUMBENT MAGISTERIAL DISTRICT JUDGE NOMINATION**  
**CERTIFICATE (Act 127-2018) GENERAL INFORMATION**

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10. A COPY of the **Statement of Financial Interest** and receipt of the proper **filing fee**, if applicable **must accompany** the nomination petitions. The Statement of Financial Interest must also be filed with the local governing body on or before March 09, 2021. If the Statement of Financial Interest Form indicates the ORIGINAL filing shall be “filed with the County... .” In Delaware County the office in reference is the County Clerk’s Office, located on the 2<sup>nd</sup> Floor.
  
11. If you wish to retain copies of your Nomination Petition for your records, make them prior to filing the petitions in the Bureau. If you request copies of your Nomination Petitions in the Bureau a fee of .25\$ per page will be charged. Due to time management copies will be completed within 24 hours. You may also bring a copy of the complete nomination petition filing and we will date/time stamp it for your records.
  
12. The last day for candidates to file petitions with the Bureau of Elections is March 09, 2021. We anticipate that the line of candidates waiting to file will be longest March 4<sup>th</sup> through March 9<sup>th</sup>.
  
13. Candidates may find the following websites helpful:
  - Bureau of Commissions, Elections & Legislation  
[www.dos.pa.gov/VotingElections](http://www.dos.pa.gov/VotingElections)
  - State Ethics Commission  
[www.ethics.pa.gov](http://www.ethics.pa.gov)
  - County Bureau of Elections  
[www.delcopa.gov/electionsbureau](http://www.delcopa.gov/electionsbureau)

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IF YOU WOULD LIKE A RECEIPT FOR YOUR NOMINATION CERTIFICATE,  
PLEASE **BRING THIS COMPLETED** FORM WITH YOU WHEN YOU FILE  
AND THE BUREAU OF ELECTIONS WILL TIME STAMP THE RECEIPT FOR YOUR RECORDS.

CANDIDATE NAME: \_\_\_\_\_

MAGISTERIAL DISTRICT JUDGE, DISTRICT # \_\_\_\_\_

FILING FOR WHICH POLITICAL PARTY: \_\_\_\_\_

WAVIER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA  
COUNTY OF DELAWARE

Before me, the undersigned authority in and for said State and County, personally appeared the undersigned, who, being duly sworn according to law, did depose and say that as a candidate, he or she does not intend to form a political committee or to receive contributions or make expenditures in excess of Two Hundred Fifty Dollars (\$250) during any reporting period, that, as a candidate, he or she will keep records of contributions and expenditures as required by law; that, as a candidate, he or she will file reports as required by law if contributions or expenditures exceed Two Hundred Fifty Dollars (\$250). (Act No. 1980-127)

\_\_\_\_\_ (PRINTED NAME OF CANDIDATE) \_\_\_\_\_ (Date)

\_\_\_\_\_ (SIGNATURE OF CANDIDATE)

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Official Title

My commission expires \_\_\_\_\_

Delaware County Bureau of Elections  
 Nomination Petition Signature Counts and Filing Fees

OFFICE	NUMBER OF SIGNATURES	FILING FEE – no fee required unless indicated
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**COUNTY WIDE**

COUNTY COUNCIL	250	\$100.00
DISTRICT ATTORNEY	250	\$100.00
CONTROLLER	250	\$100.00
REGISTER OF WILLS	250	\$100.00
SHERIFF	250	\$100.00

**CHESTER CITY [THIRD CLASS]**

MAGISTERIAL DISTRICT JUDGE	100	\$50.00
SCHOOL DIRECTOR	100	
MAYOR	100	\$25.00
CITY COUNCIL	100	\$25.00
CITY CONTROLLER	100	\$25.00
CONSTABLE	10	\$10.00
JUDGE OF ELECTION	10	
INSPECTOR OF ELECTION	5	

**TOWNSHIP [FIRST CLASS]**

MAGISTERIAL DISTRICT JUDGE	100	\$50.00
SCHOOL DIRECTOR	10	
AUDITOR	10	
MAYOR	10	
TOWNSHIP CONTROLLER	10	
TOWNSHIP TREASURER	10	
TAX COLLECTOR	10	
COUNCIL-AT-LARGE	10	
COUNCIL	10	
TOWNSHIP COMMISSIONER	10	
CONSTABLE	10	\$10.00
JUDGE OF ELECTION	10	
INSPECTOR OF ELECTION	5	

**TOWNSHIP [SECOND CLASS]**

MAGISTERIAL DISTRICT JUDGE	100	\$50.00
SCHOOL DIRECTOR	10	
AUDITOR	10	
TAX COLLECTOR	10	
TOWNSHIP SUPERVISOR	10	
COUNCIL-AT-LARGE	10	
COUNCIL	10	
CONSTABLE	10	\$10.00
JUDGE OF ELECTION	10	
INSPECTOR OF ELECTION	5	

Delaware County Bureau of Elections  
 Nomination Petition Signature Counts and Filing Fees

OFFICE	NUMBER OF SIGNATURES	FILING FEE – no fee required unless indicated
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**BOROUGHES**

MAGISTERIAL DISTRICT JUDGE	100	\$50.00
SCHOOL DIRECTOR	10	
AUDITOR	10	
CONTROLLER	10	
TAX COLLECTOR	10	
MAYOR	10	
COUNCIL	10	
CONSTABLE	10	\$10.00
JUDGE OF ELECTION	10	
INSPECTOR OF ELECTION	5	

**PARTY OFFICES**

REP COMMITTEEMAN	10	
REP COMMITTEEWOMAN	10	
DEM COMMITTEE MEMBER	10	



COMMONWEALTH OF PENNSYLVANIA  
STATE ETHICS COMMISSION

Finance Building  
613 North Street, Room 309  
Harrisburg, PA 17120-0400  
(717) 783-1610 or Toll Free 1-800-932-0936  
www.ethics.pa.gov



# STATE ETHICS COMMISSION

## STATEMENT OF FINANCIAL INTERESTS

**THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK IS NOT COMPLETED OR IF SIGNATURE OR DATE IS MISSING.**

**SIGN THE FORM USING THE CURRENT DATE. DO NOT BACK DATE SIGNATURE.**

**THOSE INDIVIDUALS WHO HOLD MORE THAN ONE OFFICE AND/OR POSITION MUST FILE A COPY OF THEIR FORM AT EACH FILING LOCATION.**

**FILERS MAY USE THE ONLINE FILING SYSTEM AT THE STATE ETHICS COMMISSION'S WEBSITE: [WWW.ETHICS.PA.GOV](http://WWW.ETHICS.PA.GOV). A PAPER COPY MAY STILL BE REQUIRED TO BE SUBMITTED TO YOUR FILING LOCATION. FILERS SHOULD CHECK WITH THEIR FILING LOCATION FOR REQUIREMENTS.**

### **THIS FORM MUST BE COMPLETED AND FILED BY:**

- A Candidates** - Persons seeking elected state, county and local public offices, including first-time candidates, incumbents seeking re-election, and write-in candidates who do not decline nomination/election within 30 days of official certification of same.
- B Nominees** - Persons nominated for public office subject to confirmation.
- C Public Officials** - Persons serving as current state/county/local public officials (elected or appointed). The term includes persons serving as alternates/designees. The term excludes members of purely advisory boards.
- D Public Employees** - Individuals employed by the Commonwealth or a political subdivision who are responsible for taking or recommending official action of a non-ministerial nature with regard to: contracting or procurement; administering or monitoring grants or subsidies; planning or zoning; inspecting, licensing, regulating or auditing any person; or any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person. The term does not include individuals whose activities are limited to teaching.  
  
**A former public official or former public employee must file the year after termination of service with the governmental body.**
- E Solicitors** - Persons elected or appointed to the office of solicitor for political subdivision(s).

**IMPORTANT:** Please read all instructions carefully prior to completion of form. Also, **review the filing chart (Page 4) for proper filing location.** Any questions may be directed to the State Ethics Commission at (717) 783-1610 or Toll Free at 1-800-932-0936.

This Form is required to be filed pursuant to the provisions of the Public Official and Employee Ethics Act "Ethics Act," 65 Pa C.S. § 1101 et. seq.



# STATEMENT OF FINANCIAL INTERESTS INSTRUCTIONS

Please print neatly in capital letters. If you require more space than has been provided, please attach an 8 1/2" x 11" piece of paper to the form. Blocks 01 through 06 are for current information.

- Block 01** Please fill in your last name, first name, middle initial and suffix (if applicable) in the boxes provided. Public office candidates should use the exact name used on official nomination petition or papers.
- Block 02** List an office (business or governmental) or home address and daytime telephone number.
- Block 03** Please check the box or boxes to indicate your status. See definitions on page 1. If you are correcting a prior filing, please check the box designating an amended form.
- Block 04** Please check the appropriate box (seeking, hold, held) for each position you list in the blocks below. List all public position(s) which you are seeking, currently hold, or have held in the prior calendar year. Please be sure to include job titles and official titles such as "member" or "commissioner" (even if serving as an alternate/designee).
- Block 05** Please list all political subdivision(s) agency(ies) as to which you: (1) are presently seeking a public position or public office as a candidate (incumbent or non-incumbent) or nominee; (2) presently hold a public position or public office; and/or (3) previously held a public position or public office during all or any portion of the calendar year listed in block 07. (The term "political subdivision" includes a county, city, borough, incorporated town, township, school district, vocational school, county institution, district, and any authority, entity or body organized by the aforementioned).
- Block 06** Please list your current occupation or profession. This information may be the same as stated in block 04.
- Block 07** List the calendar year for which you are filing this form. Like tax returns, these forms disclose financial information for a prior calendar year. For example, for the form due May 1, 2021, block 07 would read "2020." The information in blocks 08 through 15 should represent financial interests for the calendar year listed.
- Block 08** REAL ESTATE INTERESTS: This block contains the address of any property which was involved in transactions (leasing, purchasing, or condemnation proceedings of real estate interests) with the Commonwealth or any other governmental body within the Commonwealth. If you have no direct or indirect interests in such a property, then check "NONE."
- Block 09** CREDITORS: This block contains the name and address of any creditor and the interest rate of any debt over \$6,500 regardless of whether such debt is held solely by you or jointly by you and any other individual, including your spouse, where each obligor is fully responsible for the obligation. A joint obligation with other persons for which the filer is responsible only for a proportional share that is less than the reporting threshold, is not required to be reported. **Do not report** a mortgage or equity loan on your home (or secondary home), or loans or credit between you and your spouse, child, parent or sibling. Car loans, credit cards, personal loans and lines of credit must be listed on the form if the balance owed was in excess of \$6,500 at any time during the calendar year. If you do not have any reportable creditor, then check "NONE."
- Block 10** DIRECT OR INDIRECT SOURCES OF INCOME: List the name and address of each source of \$1,300 or more of gross income - - including but not limited to gross income from the public position - - regardless of whether such income is received solely by you or jointly by you and another individual, such as a spouse. "Income" includes any money or thing of value received or to be received as a claim on future services or in recognition of services rendered in the past, whether in the form of a payment, fee, salary, expense, allowance, forbearance, forgiveness, interest, dividend, royalty, rent, capital gain, reward, severance payment, proceeds from the sale of a financial interest in a corporation, professional corporation, partnership or other entity resulting from termination/withdrawal therefrom upon assumption of public office or employment or any other form of recompense or combination thereof. The term refers to gross income and includes prize winnings and tax-exempt income but does not include gifts, governmentally-mandated payments or benefits, retirement, pension or annuity payments funded totally by contributions of the public official or employee, or miscellaneous incidental income of minor dependent children. If you do not have ANY reportable source of income, then check "NONE."
- Block 11** \*GIFTS: For each source of gifts(s) valued at \$250 or more in the aggregate, list the following information: the name and address of the source; the circumstances, including a description of each gift; and the value of the gift(s). **Do not report** political contributions otherwise reportable as required by law, gift(s) from friends or family members (the term "friend" does not include a registered lobbyist or employee of a registered lobbyist), or any commercially-reasonable loan made in the ordinary course of business. The Commission has held that a person cannot be deemed a "friend" if that person and/or a business with which that person is associated is regulated by or has contracts with the public official's governmental body. If you did not receive any reportable gift, then check "NONE."
- Block 12** \*TRANSPORTATION, LODGING OR HOSPITALITY EXPENSES: List the name and address of each source and the amount of each payment/reimbursement by the source for transportation, lodging or hospitality that you received in connection with your public position if the aggregate amount of such payments/reimbursements by the source exceeds \$650 for the calendar year for which you are reporting. Do not report reimbursements made by a governmental body or by an organization/association of public officials/employees of political subdivisions that you serve in an official capacity. If you do not have any reportable expense payments/reimbursements, then check "NONE."
- Block 13** OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS ENTITY: List both the name and address of the business entity for any office that you hold (Example: President, Vice President, Secretary, Treasurer), any directorship that you hold (through service on a governing board such as a board of directors), and any employment that you have in any capacity whatsoever as to any business entity. This block focuses solely on your status as an officer, director or employee, regardless of income. If you do not have any office, directorship or employment in any business entity to report, then check "NONE."
- Block 14** FINANCIAL INTERESTS: List the name and address and interest held in any business for profit of which you own more than 5% of the equity or more than 5% of the assets of economic interest in indebtedness. If you do not have any such financial interest to report, then check "NONE."
- Block 15** TRANSFERRED BUSINESS INTERESTS: List the name and address of any business in which you transferred a financial interest (as defined in block 14 above) to a member of your immediate family (parent, spouse, child, brother or sister), as well as the interest held, relationship to the individual, and date of transfer. If you did not transfer any such business interest, then check "NONE."
- Signature** Please sign the form and enter the current date. **Back dating the form is a violation of law and could result in the initiation of civil, administrative and/or criminal penalties.**

\*Please note the Commission has long held that the receipt of things of value, such as gifts, transportation, lodging and hospitality from vendors, those regulated, and others, may form the basis for a conflict of interest under Section 1103(a) of the Ethics Act.

**STATEMENT OF FINANCIAL INTERESTS**  
PLEASE PRINT NEATLY

01 LAST NAME FIRST NAME MI SUFFIX

02 ADDRESS office (business or governmental) or home City State Zip Code Area Code Phone

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

03 STATUS Check applicable box or boxes, more than one box may be marked. (See instructions on page 2)

04 PUBLIC POSITION OR PUBLIC OFFICE (administrator, member, Commissioner, job title, etc.) seeking hold held

05 GOVERNMENTAL ENTITY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS. Information in blocks 8 -15 represents disclosure for the calendar year listed here: 2 0

08 REAL ESTATE INTERESTS (See instructions on page 2) If NONE, check this box.

09 CREDITORS (See instructions on page 2) Creditor (Name and Address) If NONE, check this box. Interest Rate

10 DIRECT OR INDIRECT SOURCES OF INCOME including (but not limited to) all employment. (See instructions on page 2) If NONE, check this box. (OFFICIAL USE ONLY)

11 GIFTS (See instructions on page 2) If NONE, check this box. Source of Gift Value of Gift

12 TRANSPORTATION, LODGING, HOSPITALITY (See instructions on page 2) If NONE, check this box. Value

13 OFFICE, DIRECTORSHIP, OR EMPLOYMENT IN ANY BUSINESS (See instructions on page 2) If NONE, check this box. Position Held (i.e., officer, director, employee, etc.)

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT (See instructions on page 2) If NONE, check this box. Interest Held (i.e., 5%, 10%, etc.)

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER (See instructions on page 2) If NONE, check this box. Interest Held Relationship Date Transferred

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature \_\_\_\_\_ Enter Current Date \_\_\_\_\_

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

# WHO MUST FILE, WHERE TO FILE, AND WHEN TO FILE

WHO MUST FILE	ORIGINAL COPY	ADDITIONAL FILINGS*	WHEN TO FILE
<b>A. STATUS BLOCK A - CANDIDATES</b> Statewide State Senate State House  Supreme Court Superior Court Common Pleas Court Traffic Court Municipal Court Commonwealth Court	<b>State Ethics Commission</b>	Append to nomination petition when filed with the State Bureau of Elections 210 North Office Building Harrisburg, PA 17120-0029	ON OR BEFORE THE LAST DAY FOR FILING A PETITION TO APPEAR ON THE BALLOT FOR ELECTION
<b>Constables / Deputy Constables</b>	<b>State Ethics Commission</b>	Append to nomination petition when filed with County Board of Elections	
Countywide City Borough Township Municipality (home rule charter)	File with the Clerk/ Secretary in the Municipality in which you are a candidate		
<b>Magisterial District Judges</b>	File with the County in which the Magisterial District is located		
School Director	File in the School District where you are a candidate		
Announced Write-in	For state office file with <b>State Ethics Commission</b> . For county or local office file with governing authority of political subdivision.	No additional copy required	Within 30 days of official certification of having been nominated or elected unless such person declines the nomination or office within that time frame.
Unannounced Write-in Winners of Nominations			
Unannounced Write-in Winners of Elections			
<b>B. STATUS BLOCK B - NOMINEE</b> State Level	<b>State Ethics Commission</b>	File with the Official or Body vested with the power of confirmation	10 days before official or body approves or rejects the nomination.
County/Local Level	Governing authority of political subdivision		
<b>C. STATUS BLOCK C - PUBLIC OFFICIAL</b> Commonwealth Public Officials such as: Members of Boards and Commissions (including alternates/designees); Heads of executive, legislative and independent agencies, boards and commissions; and persons appointed to positions designated as offices.	<b>State Ethics Commission</b>	File with <b>each</b> Agency, Board, Commission, Department, or Government Body in which employed or to which appointed. (make additional copies if needed)	FILE NO LATER THAN MAY 1 OF EACH YEAR A POSITION IS HELD AND OF THE YEAR AFTER LEAVING SUCH A POSITION.
<b>State House Member</b> <b>State Senate Member</b>	<b>State Ethics Commission</b>	File with the House Chief Clerk or Senate Secretary (whichever applies)	
<b>Local Public Officials serving in/as:</b> Counties; Boroughs; Townships; Home Rule Municipalities; Municipal Authorities; School Districts  Incumbent Judges and Magisterial District Judges who are not candidates file a Statement of Financial Interests for Judicial Officers with the Administrative Office of Pennsylvania Courts (AOPC).	File only with the governing authority of the respective local political subdivision	Additional copy is not required to be filed (unless serving in multiple capacities, then file with <b>each</b> entity as required)	
<b>Constables / Deputy Constables</b>	<b>State Ethics Commission</b>	No additional copy required	
<b>D. STATUS BLOCK D - PUBLIC EMPLOYEE</b> Commonwealth PUBLIC EMPLOYEE (Executive, Leg. & Independent Agencies)	File only with your Employer		
County City Borough Township Municipal (home rule) Municipal Authority School District	} EMPLOYEE File only with your political subdivision		
<b>E. STATUS BLOCK E - SOLICITOR</b>	File with the governing authority of <b>each</b> political subdivision for which you are Solicitor	Additional copy is not required to be filed (unless serving in multiple capacities, then file with <b>each</b> entity as required)	

**\* FILER IS RESPONSIBLE FOR MAKING ANY ADDITIONAL COPIES.**

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF ELECTIONS AND NOTARIES

**2021 PENNSYLVANIA ELECTIONS IMPORTANT DATES TO REMEMBER**

First day to circulate and file nomination petitions ...	February 16
Last day to circulate and file nomination petitions .....	March 9
First day to circulate and file nomination papers .....	March 10
Last day to file objections to nomination petitions.....	March 16
Last day for withdrawal by candidates who filed nomination petitions .....	March 24
Last day to REGISTER before the primary .....	May 3
Last day to apply for a mail-in or civilian absentee ballot.....	May 11
Last day for County Board of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.) .....	May 18
<b>MUNICIPAL PRIMARY</b> .....	May 18
First day to REGISTER after primary .....	May 19
Last day for County Board of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on May 17) .....	May 25
Last day to circulate and file nomination papers .....	August 2
Last day to file objections to nomination petitions.....	August 9
Last day for withdrawal by candidates nominated by nomination papers.....	August 9
Last day for withdrawal by candidates nominated at the primary .....	August 9
Last day to REGISTER before the November election .....	October 18
Last day to apply for a mail-in or civilian absentee ballot.....	October 26
Last day for County Boards of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.) .....	November 2
<b>MUNICIPAL ELECTION</b> .....	November 2
First day to REGISTER after November election .....	November 3
Last day for County Board of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on November 1) .....	November 9

Note: All dates in this calendar are subject to change without notice.

## 2021 Campaign Finance Reporting Dates

*Not applicable to candidates running for Federal offices*

Type of Report	Cycle	Complete as of	Filing Deadline**
2020 Annual Report	Cycle 7	December 31, 2020	February 1, 2021
*6 <sup>th</sup> Tuesday Pre-Primary	Cycle 1	March 29, 2021	April 6, 2021
2 <sup>nd</sup> Friday Pre-Primary	Cycle 2	May 3, 2021	May 7, 2021
24-Hour Reporting (Daily)	Cycle 10	Starts May 4, 2021	Through and including May 18, 2021
30 Day Post-Primary	Cycle 3	June 7, 2021	June 17, 2021
*6 <sup>th</sup> Tuesday Pre-Election	Cycle 4	September 13, 2021	September 21, 2021
2 <sup>nd</sup> Friday Pre-Election	Cycle 5	October 18, 2021	October 22, 2021
24-Hour Reporting (Daily)	Cycle 11	Starts October 19, 2021	Through and including November 2, 2021
30 Day Post-Election	Cycle 6	November 22, 2021	December 2, 2021
2021 Annual Report	Cycle 7	December 31, 2021	January 31, 2022

\* You are **only** required to file these reports if you are a **candidate for a statewide office, an authorized committee for such a candidate, or a committee contributing to candidates** for statewide office.

\*\*For your report to be accepted as timely filed, you must postmark your report **at least one day prior** to the filing deadline.

\*\*Your notarized cover page **must be received in our office** ten calendar days (including weekends) after the filing deadline. Postmarks will **not** be accepted.

NOTE: All dates are **subject to change** without notice in the event of passage of any amendatory legislation.

### Bureau of Campaign Finance & Civic Engagement

210 North Office Building | Harrisburg, PA 17120 | Website: [www.dos.pa.gov/campaignfinance](http://www.dos.pa.gov/campaignfinance)  
Telephone (717) 787-5280 (Option 4) | Fax (717) 705-0721 | Email: [ra-stcampaignfinance@pa.gov](mailto:ra-stcampaignfinance@pa.gov)

SIXTH TUESDAY PRE-PRIMARY or PRE-ELECTION REPORTS are required to be filed *only* by candidates for statewide office, their authorized candidate committees, and any political committee or lobbyist that has made an expenditure to influence the election of a statewide candidate. In 2021, statewide offices appearing on the ballot include the following:

**JUSTICE OF THE SUPREME COURT  
JUDGE OF THE SUPERIOR COURT  
JUDGE OF THE COMMONWEALTH COURT**

Political committees/lobbyists that have not made an expenditure to influence the election of a candidate for the statewide offices listed above do not need to file the Sixth Tuesday Pre Primary/Election report.

SECOND FRIDAY PRE- and THIRTY DAY POST-PRIMARY or ELECTION REPORTS are required to be filed by all candidates appearing on the ballot and all political committees and lobbyists that have made expenditures to influence the election of such candidates. In 2021, offices appearing on the ballot include:

**JUSTICE OF THE SUPREME COURT  
JUDGE OF THE SUPERIOR COURT  
JUDGE OF THE COMMONWEALTH COURT  
JUDGE OF THE COURT OF COMMON PLEAS  
JUDGE OF THE MUNICIPAL COURT (PHILADELPHIA COUNTY)  
ALL LOCAL/MUNICIPAL OFFICES (FILE WITH APPROPRIATE COUNTY BOARD OF ELECTIONS)**

ANNUAL REPORTS must be filed by *all* candidates, political committees and contributing lobbyists that have not filed a termination report.

**\*\*SPECIAL ELECTIONS\*\*** - In the event of any special election, candidates and committees should contact our bureau regarding reporting requirements and filing deadlines. A separate report will need to be filed for each Special Election Cycle. Special Elections do not follow the reporting dates for Cycles 1-7. Information regarding Special Election reporting dates can be found on our [website](#).

**PENALTIES** - In accordance with the Campaign Finance Reporting Law, those who file required reports after the filing deadline are assessed a late filing fee of \$20 per day for the first six days that a report is late, and \$10 per day thereafter, up to a maximum penalty of \$250.

**NOTARIZED COVER PAGES** - The Department allows ten (10) calendar days for the notarized cover page to be received in our office before the report is marked late. In the event that the notarized cover page is not received timely, a late fee will be assessed *from the date of the report filing deadline*. The Department does not accept postmarks for the cover pages.

**POLITICAL COMMITTEE TREASURERS** - It is the treasurer's responsibility to file required committee reports. Keep this schedule available for reference prior to each reporting deadline. If you need a reporting form, you may print one from the Department's [website](#) or request one from the bureau. You may also file your report online. From the website, select the link to Campaign Finance and then to Online Filing for more information. Please remember that all reports must include your filer identification number on the cover page.

**24 HOUR REPORTING** - Section 1628 of the Campaign Expense Reporting Law, 25 P.S. § 3248, requires any candidate or political committee, authorized by a candidate and created solely for the purpose of influencing an election on behalf of that candidate, which receives any contribution or pledge of five hundred dollars (\$500) or more, or any person making an independent expenditure of five hundred dollars (\$500) or more after the final pre-election/pre-primary report has been deemed completed shall report such contribution or expenditure to the appropriate supervisor. The candidate, chairperson or treasurer of the political committee shall send the report of late contributions within twenty-four (24) hours of receipt of the contribution. The same shall apply to persons making independent expenditures. The bureau will accept the filing of *24 Hour Reports* by facsimile at 717-705-0721, via e-mail at: [ra-stcampaignfinance@pa.gov](mailto:ra-stcampaignfinance@pa.gov) or [online](#). The filing of reports by facsimile or e-mail applies only to *24 Hour Reports*; it does not apply to the filing of campaign finance reports. The filing of late contribution reports does not remove the obligation to also report those contributions on the appropriate post-election/post-primary expense report filing. Please contact our office for specific reporting dates for late contribution reports.

**QUESTIONS** - If you have any questions about Pennsylvania's Campaign Finance Reporting Law or reporting requirements, please direct them to the bureau's Division of Campaign Finance at 717-787-5280, option 4 or via e-mail at [ra-stcampaignfinance@pa.gov](mailto:ra-stcampaignfinance@pa.gov).



Bureau of Elections and Notaries  
717-787-5280

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**CANDIDATE DECLARATION to be attached to CANDIDATE'S AFFIDAVIT on Nomination Petition  
where notarized statement is not available**

**This form is for use by local candidates filing in Delaware County Bureau of Elections as well as for State candidates filing in Harrisburg. Use of this form in Delaware County is limited at this time to 2021 Primary filing of Nomination Petitions and may not be acceptable beyond COVID protocols.**

CANDIDATE DECLARATION - I declare that my residence, my election district and the title of the office for which I desire to be a candidate are as contained in the attached document, that I am eligible for said office, that I will not knowingly violate any election law or any law regulating and limiting nomination and election expenses, and prohibiting corrupt practices in connection therewith; that I am aware of the provisions of Section 1626 of the Pennsylvania Election Code requiring pre-election and post-election reporting of campaign contributions and expenditures; that unless I am a candidate for Judge of a Court of Common Pleas, the Philadelphia Municipal Court or the office of school board in a district where that office is elective or the office of magisterial district judge, my name has not been presented as a candidate by nomination petitions of any other party for the same office; that if I am a candidate for any office of a political party I am a registered and enrolled member of such party; that if I am a candidate for Committee Delegate or Alternate Delegate to the National Convention the name of the candidate to whom I am committed is as indicated on my nomination petition and that my signature on the Delegate's Statement was affixed to each page of my nomination petition prior to circulation of same; that I am not a candidate for an office which I already hold, the term of which is not set to expire on the same year as the office subject to the accompanying affidavit.

I declare under penalty of perjury under the law of the Commonwealth of Pennsylvania that the foregoing is true and correct.

Signed on the \_\_\_\_\_ (date) day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), at  
\_\_\_\_\_ (county or other location, and state), \_\_\_\_\_ (country).

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)