

**Miami-Dade County**  
**2012 Clerk of the Circuit and County Courts Candidates**  
**Candidate Qualifying Information**

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**QUALIFICATIONS:** Qualified elector of Miami-Dade County [Florida Statutes 99.021(1)(a)(1)]

**TYPE OF ELECTION:** Partisan [Florida Statute 101.151(2)(a)(5)]

**ELECTION AREA:** Countywide [Constitution of the State of Florida, Article V, Section 16]

**TERM:** Four (4) years [Constitution of the State of Florida, Article VIII, Section 1(d)]

The term for the Clerk of the Circuit and County Courts shall commence on the first Tuesday after the first Monday in January following his or her election (January 8, 2013). [Constitution of the State of Florida, Article V, Section 10(b)(2)]

**SALARY:** \$173,405 Annual (Based on salary on July 1, 2011)  
(Salary, compensation, and benefits shall be fixed annually by the Board of County Commissioners)

**ELECTION DATES:** August 14, 2012 – Primary Election [F.S. 100.061]  
November 6, 2012 – General Election [F.S.100.031]

**QUALIFYING DATES:** Noon, Monday, June 4, 2012 through Noon, Friday, June 8, 2012 [F.S. 99.061(2)]

A qualifying office may accept and hold qualifying papers submitted not earlier than 14 days prior (May 21, 2012) to the beginning of the qualifying period, to be processed and filed during the qualifying period. [F.S. 99.061(8)]

**QUALIFYING REQUIREMENTS:**

The following must be submitted to the Miami-Dade Elections Department:

**Qualifying Method – Qualifying Fee**

1. Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates ([Form DS-DE 9](#))\*
2. Statement of Candidate ([Form DS-DE 84](#))\*
3. Receipt of Handbook and the Election Laws of the State of Florida ([Form MD-ED 2](#))\*
4. Campaign Treasurer's Report Electronic Filing Requirements for Miami-Dade County ([Form MD-ED 10](#))\*
5. Declaration and First Amendment Waiver ([MDC Ethics Commission Waiver](#)) (optional)
6. Declaration for Candidates Not Automatically Covered ([MDC Ethics Commission Declaration](#)) (optional)
7. Candidate Oath – Candidate with Party Affiliation ([Form DS-DE 24](#)) or Candidate Oath – Candidate with No Party Affiliation ([Form DS-DE 24B](#)).
8. Form 6 – Full and Public Disclosure of Financial Interest – 2011 (CE Form 6) along with any other applicable forms. Public officers who have filed financial disclosure with the Florida Commission on Ethics may file a copy with filing officer at time of qualifying. The 2011 CE Form 6 will be available after January 1, 2012, in the [Florida Commission on Ethics website](#).
9. Qualifying fee of \$10,404.30 (if running with party affiliation) or \$6,936.20 (if running with no party affiliation). The qualifying fee is to be paid by means of a bank check drawn from the candidate's campaign account as prescribed in F.S. 106.11(1)(a), and made payable to the Board of County Commissioners. The qualifying fee is equal to 6% of the annual salary as of July 1, 2011, for partisan candidates or 4% of the annual salary as of July 1, 2011, for no party affiliation candidates. (Filing Fee is 3% of the annual salary of the office, an election assessment of 1% of the annual salary of the office sought, and a party assessment of 2% of the annual salary.) [F.S. 99.092(1)]
10. If you currently hold an elected or appointed position, please consult with your attorney to determine whether you are required to resign from the office you presently hold to run for this office.

*\* These forms must be submitted to the Miami-Dade Elections Department at time of announcing candidacy.*

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## **Qualifying Method – Petitions**

1. Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates ([Form DS-DE 9](#))\*
2. Statement of Candidate ([Form DS-DE 84](#))\*
3. Receipt of Handbook and the Election Laws of the State of Florida ([Form MD-ED 2](#))\*
4. Campaign Treasurer's Report Electronic Filing Requirements for Miami-Dade County ([Form MD-ED 10](#))\*
5. Declaration and First Amendment Waiver ([MDC Ethics Commission Waiver](#)) (optional)
6. Declaration for Candidates Not Automatically Covered ([MDC Ethics Commission Declaration](#)) (optional)
7. Candidate Oath – Candidate with Party Affiliation ([Form DS-DE 24](#)) or Candidate Oath – Candidate with No Party Affiliation ([Form DS-DE 24B](#)).
8. Form 6 – Full and Public Disclosure of Financial Interest – 2011 (CE Form 6) along with any other applicable forms. Public officers who have filed financial disclosure with the Florida Commission on Ethics may file a copy with filing officer at time of qualifying. The 2011 CE Form 6 will be available after January 1, 2012, in the [Florida Commission on Ethics website](#).
9. Candidate Petition ([DS-DE 104](#))
10. If you currently hold an elected or appointed position, please consult with your attorney to determine whether you are required to resign from the office you presently hold to run for this office.

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### Who Can Sign Petitions? [F.S. 99.095]

Any registered elector in the geographical area of candidacy may sign a petition.

Signatures may not be obtained until the candidate has filed the Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates pursuant to F.S. 106.021 and valid only for the qualifying period immediately following such filings.

Petition signatures of at least 1% (12,058) of the total registered electors (1,205,770) in the geographical area represented by the office sought for the immediately preceding general election are required.

### Deadline for Submitting Petitions: [F.S. 99.095]

Candidates must submit petitions for verification to the Miami-Dade Elections Department no later than noon on the 28<sup>th</sup> day preceding the first day of the qualifying period (May 7, 2012).

### Petition Verification: [F.S. 99.097]

There is a charge of 10 cents per name for verification of signatures, which must be paid to the Miami-Dade Elections Department upon submission of petitions. The candidate may file an "[Affidavit of Undue Burden](#)" with the Miami-Dade Elections Department to waive the cost of verification. [F.S. 99.097(4)]

If any person is paid to solicit signatures on a petition, an undue burden oath may not subsequently be filed in lieu of paying the fee to have signatures verified for that petition. If an undue burden oath has been filed and payment is subsequently made to any person to solicit signatures on a petition, the undue burden oath is no longer valid and a fee for all signatures previously submitted to the supervisor of elections and any that are submitted thereafter shall be paid by the candidate who submitted the undue burden oath. [F.S. 99.097(6)]

The Supervisor of Elections must certify the number of valid signatures no later than the 7<sup>th</sup> day before the first day of the qualifying period (May 28, 2012) and submit such certification to the Division of Elections. [F.S. 105.035(4)(b)]

If the candidate is unable to collect the required number of signatures, he/she may still qualify by paying the qualifying fee.

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**Qualifying Method – Write-in Candidate**

1. Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates ([Form DS-DE 9](#))\*
2. Statement of Candidate ([Form DS-DE 84](#))\*
3. Receipt of Handbook and the Election Laws of the State of Florida ([Form MD-ED 2](#))\*
4. Campaign Treasurer's Report Electronic Filing Requirements for Miami-Dade County ([Form MD-ED 10](#))\*
5. Declaration and First Amendment Waiver ([MDC Ethics Commission Waiver](#)) (optional)
6. Declaration for Candidates Not Automatically Covered ([MDC Ethics Commission Declaration](#)) (optional)
7. Candidate Oath – Candidate with Party Affiliation ([Form DS-DE 24](#)) or Candidate Oath – Candidate with No Party Affiliation ([Form DS-DE 24B](#)).
8. Form 6 – Full and Public Disclosure of Financial Interest – 2011 (CE Form 6) along with any other applicable forms. Public officers who have filed financial disclosure with the Florida Commission on Ethics may file a copy with filing officer at time of qualifying. The 2011 CE Form 6 will be available after January 1, 2012, in the [Florida Commission on Ethics website](#).
9. No qualifying fee required; a blank space will be provided on the general election ballot for names of write-in candidates.
10. If you currently hold an elected or appointed position, please consult with your attorney to determine whether you are required to resign from the office you presently hold to run for this office.

*\*These forms must be submitted to the Miami-Dade Elections Department at time of announcing candidacy.*

## Miami-Dade County 2012 Clerk of the Circuit and County Courts Candidates Candidate Forms and Additional Resources

### CANDIDATE FORMS

The following list is a compilation of forms to be used by Clerk of the Circuit and County Courts candidates who qualify with the Miami-Dade County Elections Department and their campaign treasurer(s). For your convenience, a hyperlink has been provided for each form.

| <b>Opening of Account</b>                            |  |
|--|--|
| <a href="#">DS-DE 9</a>                              | Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates  |
| <a href="#">DS-DE 84</a>                             | Statement of Candidate   |
| <a href="#">MD-ED 2</a>                              | Receipt of Handbooks and the Election Law Book   |
| <a href="#">MD-ED 10</a>                             | Campaign Treasurer's Report Electronic Filing Requirements for Miami-Dade County   |
| <a href="#">MDC Ethics Commission Waiver</a>         | Declaration and First Amendment Waiver for Candidates Who Agree to Comply with the Voluntary Fair Campaign Practices – (optional)  |
| <b>Qualifying</b>                                    |  |
| <a href="#">DS-DE 104</a>                            | Candidate Petition   |
| <a href="#">DS-DE 24</a>                             | Candidate Oath - Candidate with Party Affiliation  |
| <a href="#">DS-DE 24A</a>                            | Candidate Oath - Write-in Candidate  |
| <a href="#">DS-DE 24B</a>                            | Candidate Oath - Candidate with No Party Affiliation   |
| <a href="#">Affidavit of Undue Burden</a>            | Affidavit of Undue Burden  |
| <a href="#">CE Form 6</a>                            | Form 6 – Full and Public Disclosure of Financial Interest - 2011; along with any other forms, if applicable. <b>The form will be available after January 1, 2012, in the <a href="#">Florida Commission on Ethics website</a>.</b> |
| <b>Campaign Reporting</b>                            |  |
| <a href="#">DS-DE 12</a>                             | Campaign Treasurer's Report Summary  |
| <a href="#">DS-DE 13</a>                             | Campaign Treasurer's Report – Itemized Contributions   |
| <a href="#">DS-DE 14</a>                             | Campaign Treasurer's Report – Itemized Expenditures  |
| <a href="#">DS-DE 94</a>                             | Campaign Treasurer's Report – Fund Transfers   |
| <a href="#">DS-DE 87</a>                             | Waiver of Report   |
| <a href="#">DS-DE 86</a>                             | Request for Return of Contribution   |
| <a href="#">DS-DE 2</a>                              | Contributions Returned   |
| <a href="#">MD-ED 19</a>                             | Miami-Dade County Contributing Entity Form   |
| <b>Termination Reports</b>                           |  |
| <a href="#">DS-DE 73</a>                             | Campaign Loans Report  |
| <a href="#">DS-DE 73A</a>                            | Campaign Loans Report Itemized   |
| <b>Elected Officials – Opening an Office Account</b> |  |
| <a href="#">DS-DE 48</a>                             | Office Account Report  |
| <a href="#">DS-DE 48A</a>                            | Office Account Disbursement or Deposit Information   |

### ADDITIONAL RESOURCES

- [2012 Reporting Dates for Campaign Treasurer's Reports](#)
- [2011 Election Laws of the State of Florida](#)
- [Miami-Dade County Code of Ordinances](#)
- [Miami-Dade County Home Rule Amendment and Charter](#)
- [2012 Candidate and Campaign Treasurer Handbook](#)
- [Candidate Petition Handbook](#)
- [Year on Ballot and Terms of Offices](#)
- [2012 List of Offices to be Elected](#)