

Miami-Dade County

2024 Clerk of the Circuit Court and Comptroller

Candidate Forms and Additional Resources

QUALIFICATIONS: To qualify, a candidate must be a qualified elector of the Florida County where the candidate resides and is registered to vote.

TYPE OF ELECTION: Partisan

ELECTION AREA: Countywide [[Constitution of the State of Florida, Article VIII, Section 1\(d\)](#)]

TERM: Four (4) years [[Constitution of the State of Florida, Article VIII, Section 1\(d\)](#) and [F.S. 100.041\(1\)](#)]

The term for the Clerk of the Circuit Court and Comptroller shall commence on the first Tuesday after the first Monday in January following his or her election (January 7, 2025).
[[F.S. 100.041\(4\)](#)]

SALARY: The salary of the Clerk of Circuit Court and Comptroller shall be fixed according to [F.S. 145.051 Salaries of Elected County Constitutional Officers and School District Officials](#)

ELECTION DATES: August 20, 2024 – Primary
[[F.S. 100.061](#)], [[F.S. 105.051\(b\)](#)] and [Constitution of the State of Florida, Article VI, Section 5](#)

November 5, 2024 – General
[[F.S. 100.031](#)], [[F.S. 105.051\(b\)](#)], and [Constitution of the State of Florida, Article VI, Section 5](#)

QUALIFYING DATES: Noon, Monday, June 10, 2024 through Noon, Friday, June 14, 2024. [[F.S. 99.061\(2\)](#)]

A qualifying office may accept and hold qualifying papers submitted not earlier than 14 days prior to the beginning of the qualifying period (May 27, 2024), to be processed and filed during the qualifying period. [[F.S. 99.061\(8\)](#)] *(Please note that our office will be closed on May 27, 2024 in observance of Memorial Day).*

QUALIFYING REQUIREMENTS:

The following items 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. Access to Handbook and the Election Laws of the State of Florida ([Form MD-ED 2](#))*
4. Campaign Treasurer's Report – Miami-Dade County Electronic Filing Requirement ([Form MD-ED 10](#))*
5. [Declaration for Candidates Not Automatically Covered](#) (optional)
6. Candidate Oath – State and Local Partisan Office with Party Affiliation ([Form DS-DE 301A](#)) or Candidate Oath – State and Local Partisan Office without Party Affiliation ([Form DS-DE 301B](#))
7. Form 6 – Full and Public Disclosure of Financial Interests ([CE Form 6 - 2023](#)) *(To be filed electronically via Electronic Financial Disclosure Management System (EFDMS) – For more information, please visit www.ethics.state.fl.us or call 850-488-7864).* You will be required to submit a hard copy to the filing officer at the time of qualifying.

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8. Qualifying fee: \$13,149.00 for candidates with a party affiliation or \$8,766.00 for candidates with no party affiliation. The fee shall be paid by means of a bank check drawn from the candidate's campaign account as prescribed in [F.S. 106.11\(1\)\(a\)](#), made payable to "Miami-Dade County". The qualifying fee is equal to 6% of the annual salary as of July 1, 2023 for partisan candidates, or 4% of the annual salary as of July 1, 2023 for no party affiliation candidates. (Filing Fee is 3% of the annual salary of the office, an Election Assessment is 1% of the annual salary of the office sought, and the Party Assessment is 2% of the annual salary of the office sought). [\[F.S. 99.092\(1\)\]](#) (As of July 1, 2023, the salary is [\\$219,150](#)). As a reminder, the campaign checks should include the name of the candidate and the words "Campaign Account" for example, "John Doe Campaign Account".
9. 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. [\[F.S. 99.012\]](#)

** Candidates must submit these forms to the Miami-Dade Elections Department at the time they announce their candidacy.*

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. Access to Handbook and the Election Laws of the State of Florida ([Form MD-ED 2](#))*
4. Campaign Treasurer's Report – Miami-Dade County Electronic Filing Requirement ([Form MD-ED 10](#))*
5. [Declaration for Candidates Not Automatically Covered](#) (optional)
6. Candidate Oath – State and Local Partisan Office with Party Affiliation ([Form DS-DE 301A](#)) or Candidate Oath – State and Local Partisan Office without Party Affiliation ([Form DS-DE 301B](#))
7. Form 6 – Full and Public Disclosure of Financial Interests ([CE Form 6 - 2023](#)) (*To be filed electronically via Electronic Financial Disclosure Management System (EFDMS) – For more information, please visit www.ethics.state.fl.us or call 850-488-7864*). You will be required to submit a hard copy to the filing officer at the time of qualifying.
8. Candidate Petition ([DS-DE 104](#))
9. 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. [\[F.S. 99.012\]](#)

** Candidates must submit these forms to the Miami-Dade Elections Department at the time they announce their candidacy.*

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 pursuant to [F.S. 106.021](#) and valid only for the qualifying period immediately following such filings.

Petition signatures of at least 1% (15,294) of the total registered electors (1,529,439) 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 28th day preceding the first day of the qualifying period (May 13, 2024). All petitions submitted must contain the voter's original signature.

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Petition Verification: [\[F.S. 99.095\]](#) and [\[F.S. 99.097\]](#)

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 7th day before the first day of the qualifying period (June 3, 2024) and submit such certification to the Division of Elections. [\[F.S. 99.095\(3\)\]](#)

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

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. Access to Handbook and the Election Laws of the State of Florida ([Form MD-ED 2](#))*
4. Campaign Treasurer's Report – Miami-Dade County Electronic Filing Requirement ([Form MD-ED 10](#))*
5. [Declaration for Candidates Not Automatically Covered](#) (optional)
6. Candidate Oath – State and Local Partisan Write-In Candidate ([Form DS-DE 301C](#))
7. Form 6 – Full and Public Disclosure of Financial Interests ([CE Form 6 - 2023](#)) (*To be filed electronically via Electronic Financial Disclosure Management System (EFDMS) – For more information, please visit www.ethics.state.fl.us or call 850-488-7864*). You will be required to submit a hard copy to the filing officer at the time of qualifying.
8. No qualifying fee required; a blank space will be provided on the general election ballot for names of write-in candidates.
9. 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. [\[F.S. 99.012\]](#)

** Candidates must submit these forms to the Miami-Dade Elections Department at the time they announce their candidacy.*

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IMPORTANT INFORMATION

Launch of Electronic Filing – Full & Public Disclosure of Financial Interests (Form 6)

Recent changes to the financial disclosure laws provide that beginning January 1, 2023, the Full and Public Disclosure of Financial Interests (Form 6) is available only by utilizing the Florida Commission on Ethics' electronic filing system.

Anyone wishing to file a Form 6 for qualifying purposes MUST register in the system to access the disclosure form. A valid email is required to register. Within the system, candidates will find helpful videos.

Candidates are required to submit a hard copy of the Form 6 to the filing officer at the time of qualifying.

Candidates are urged to allow ample time to register, create a profile, username/password, and complete the disclosure. Waiting until the last day of qualifying may not provide sufficient time to access the system, accurately complete the disclosure, print and file it with the qualifying officer.

If you have questions about e-filing in 2024, you may read the Florida Commission on Ethics' [Tips for e-filing](#) in 2024. For more information, please visit the [Florida Commission on Ethics](#) or call 850-488-7864.

Miami-Dade County 2024 Clerk of the Circuit Court and Comptroller Candidate Forms and Additional Resources

The following is a compilation of forms used by Clerk of the Circuit Court and Comptroller 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.

Opening of Account	
DS-DE 9	Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates
DS-DE 84	Statement of Candidate
MD-ED 2	Access to Handbook and the Election Laws of the State of Florida
MD-ED 10	Campaign Treasurer's Report - Miami-Dade County Electronic Filing Requirement
Declaration for Candidates Not Automatically Covered	Declaration for Candidates Not Automatically Covered by the Mandatory Provisions – Optional
Qualifying	
DS-DE 104	Candidate Petition
DS-DE 19A	Affidavit of Undue Burden – if unable to pay for the verification of signatures
DS-DE 301A	Candidate Oath – State and Local Partisan Office with Party Affiliation
DS-DE 301B	Candidate Oath – State and Local Partisan Office without Party Affiliation
DS-DE 301C	Candidate Oath – State and Local Partisan Write-In Candidate
CE Form 6 (2023)	Form 6 – Full and Public Disclosure of Financial Interests - 2023; along with any other forms, if applicable (<i>To be filed electronically via the Electronic Financial Disclosure Management System (EFDMS) – Hard copy required for qualifying</i>)
Campaign Reporting (included in online Campaign Reporting Software)	
DS-DE 12	Campaign Treasurer's Report Summary
DS-DE 13	Campaign Treasurer's Report – Itemized Contributions
DS-DE 14	Campaign Treasurer's Report – Itemized Expenditures
DS-DE 14A	Campaign Treasurer's Report – Itemized Distributions
DS-DE 94	Campaign Treasurer's Report – Fund Transfers
DS-DE 87	Waiver of Report
DS-DE 86	Request for Return of Contribution
DS-DE 2	Contributions Returned
Termination Reports	
DS-DE 73	Campaign Loans Report
DS-DE 73A	Campaign Loans Report Itemized
Elected Officials – Opening an Office Account	
DS-DE 48	Office Account Report
DS-DE 48A	Office Account Disbursement or Deposit Information

In addition, the following resources are available online:

- [Calendar of Reporting Dates](#)
- [The Florida Election Code](#)
- [Miami-Dade County Code of Ordinances](#)
- [Ethical Campaign Practices Ordinance, Miami-Dade County Code at Sec. 2-11.1.1](#)
- [Candidate and Campaign Treasurer Handbook](#)
- [Candidate Petition Handbook](#)
- [Elected Officials Information](#)