

Filing Instructions for Partisan Candidates

These instructions are for partisan candidates filing for federal, state, and county-level offices.

Filing Period

- General election – candidates must file between noon, March 16, and noon, March 30, of the general election year.
- Special elections – filing opens at noon on the third Friday following the date of vacancy and closes at noon, ten days later (Monday).

Filing Location

Office	Filing Location
Federal offices Statewide offices Multi-county offices (except State Senate and House)	State Election Commission (SEC)
State Senate State House of Representatives Countywide offices Less-than-countywide offices	County Election Commission (CEC)

Filing Fees

- Candidates seeking the nomination of a party that nominates by primary (Democratic and Republican) must pay a filing fee. Filing fees are calculated by the SEC. Filing fees are one percent of the annual base salary multiplied by the term of office. Filing fees for special elections are prorated. General election year filing fees are posted at scVOTES.org.
- Candidates seeking the nomination of a party that nominates by convention do not pay a filing fee.

Documents Required for Filing

- Three copies of a completed Statement of Intention of Candidacy/Party Pledge form (SICPP) available at scVOTES.org. Wait to sign the form in front of an election official unless you are having the form notarized.
- Filing fee check made payable to appropriate state political party. Cashier's checks and money orders are acceptable. Cash will not be accepted.

Filing by an Agent

It is not necessary for a candidate to be physically present at the time of filing. An agent can deliver the SICPP (properly completed and signed by the candidate and witnessed by a notary) and the filing fee check on behalf of the candidate. However, it is necessary for all candidates to sign the Filing Fee Receipt issued by the SEC/CEC. If a candidate is not present at the time of filing, the filing fee receipt may be delivered or electronically transmitted to the candidate, signed by the candidate, and returned to the SEC/CEC by the close of the filing period.

For more candidate filing information, visit www.scVOTES.org.