



Dear Candidate:

Thank you for your interest in filing as a candidate for office on the 2020 Republican Primary Ballot. My name is Donna Stanart, the Primary Director of the Harris County Republican Party, which oversees the Primary. Below I have provided additional information that may be helpful for filing your paperwork to be on the ballot. If you have questions, please do not hesitate to contact me.

First day to file to be on the ballot will be November 9<sup>th</sup>. The Harris County Republican Party will be accepting applications from 10am-2pm at HCRP HQ in the primary office located towards the back of our office next to the kitchen.

Last day to file to be on the ballot will be December 9<sup>th</sup> at 6pm at HCRP HQ in the primary office. You must arrive and be in line to file by 6pm. Late applications will not be accepted.

Primary office hours will be Monday-Friday, 9am-4pm or by appointment.

All filing application to appear on the 2020 Republican Primary Ballot must be notarized. Although we do have notaries available at HCRP, it is always a good idea to call ahead of time to make sure one is present and available to notarize your paperwork. Note that you do not need to notarize your form at HCRP; you can notarize it anywhere and bring it in during office hours.

If you have any questions on how to fill out the application, petitions, filing fees, or anything at all, please do not hesitate to call or email me. I am here and more than happy to help.

Candidate filings will be located on the website and updated as soon as possible after they are accepted. Please visit [HarrisCountyGOP.com](http://HarrisCountyGOP.com) for any additional information.

Please note, that petitions must be submitted at the same time as you submit your completed application to be on the ballot. Deficiency in your petition cannot be cured with information provided in your application. Unless the petition is challenged, the primary office is only required to review the petition for facial compliance with the applicable requirements as to form, content, and procedure.<sup>1</sup> Therefore, HCRP cannot be responsible for ensuring that the signatures and names on your petition are valid.

HCRP will be working very hard to ensure you have a smooth filing process, and we appreciate your patience and effort to ensure we have a fair and free election process this March.

Thank you and good luck!

Donna Stanart  
Primary Director  
Harris County Republican Party  
(832) 831 – 8411 – Direct Line  
[Primary@HarrisCountyGOP.com](mailto:Primary@HarrisCountyGOP.com)

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<sup>1</sup> Texas Election Code Section [141.032](#)

## **Filing for Office**

To appear on the ballot for a partisan election for federal, state, or county offices, every candidate must do two things. Every candidate must file necessary documentation with (depending on the office) the Federal Election Commission, the Texas Ethics Commission, or the Harris County Clerk, and file for candidacy with either the Republican Party of Texas (for multi-county districts) or the Harris County Republican Party (for districts wholly inside Harris County).

## **Texas Ethics Commission:**

The Texas Ethics Commission is a nonpartisan state agency that administers elections law with regards to campaign finance for state and local offices. This agency is tasked with ensuring that candidates and office holders meet the state requirements for election law. There are two major steps each candidate must take in preparation for filing for office.

1. Before a candidate can begin soliciting and collecting campaign contributions, a person must first file an Appointment of a Campaign Treasurer form (CTA form) with the Texas Ethic Commission (or the Federal Elections Commission for a federal race). This applies to ALL candidates on the ballot. If you accept donations before this paperwork is filed, the donations must be returned, and you may be subject to administrative or criminal penalties.
2. Candidates for state office must also file a personal financial statement with the Texas Ethics Commission.

Once a candidate has begun fundraising and spending money on the campaign, there are Ethics Commission deadlines for submitting campaign finance reports to the agency. Please see detailed information on the Ethics Commission website for campaign finance filings for state candidates and local candidates. In addition, judicial candidates have separate campaign finance laws and filing schedules.

Some important elections dates for the 2020 cycle from the Texas SOS Website are listed below.

## **Residency Requirements:**

There are certain requirements that a person needs to fulfill to be considered on the ballot including residency requirements, in-district residency requirements, and in some cases, a person must be attorney. These requirements can be found on the SOS website here:

<https://www.sos.state.tx.us/elections/candidates/guide/2020/qualifications2020.shtml#a>

## **Campaign Finance Reports:**

1. If you are running for a federal office, such as United States Representative, you must also file paperwork with the Federal Elections Commission. Please check their website for the report filing schedule. [www.fec.gov](http://www.fec.gov)
2. If you are running for a state or district race, such as Texas Senator, campaign finance reports shall be submitted to the Texas Ethics Commission. Please check their website for the report filing schedule. [www.ethics.state.tx.us](http://www.ethics.state.tx.us)
3. If you are running for a county or precinct position, such as County Judge, campaign finance reports are submitted to the Harris County Clerk. Please check their website for the report filing schedule. <https://www.harrisvotes.com/CandidatesEthics?lang=en-US>
4. Candidates for certain district offices, such as District Attorney, must file campaign finance reports with the Texas Ethics Commission and the County Clerk. Please check the Clerk's website for the report filing schedule. <https://www.harrisvotes.com/CandidatesEthics?lang=en-US>
5. Be sure that you are filing with all and the correct entities. The Harris County Republican Party – Primary Office cannot be responsible for making sure your campaign finance reports are accurate and valid.

**Tuesday, March 3, 2020 - Primary Election**

First day to file for a place on the Primary ballot for precinct chair candidates.	Tuesday, September 10, 2019
First day to file for all other candidates for offices that are regularly scheduled to be on the Primary ballot; first day for independent candidates to file declaration of intent.	Saturday, November 9, 2019
Filing deadline for candidates; filing deadline for independent candidates to file declaration of intent.	Monday, December 9, 2019 at 6:00 PM
First day to apply for a ballot by mail using Application for a Ballot by Mail (ABBM) or Federal Postcard Application (FPCA).	Wednesday, January 1, 2020*  *First day to file does not move because of New Year's Day holiday. An "Annual ABBM" or FPCA for a January or February 2020 election may be filed earlier, but not earlier than the 60th day before the date of the January or February election.
Last Day to Register to Vote	Monday, February 3, 2020
First Day of Early Voting	Tuesday, February 18, 2020*  *First business day after Presidents' Day
Last Day to Apply for Ballot by Mail ( <b>Received</b> , not Postmarked)	Friday, February 21, 2020
Last Day of Early Voting	Friday, February 28, 2020
Last day to Receive Ballot by Mail	Tuesday, March 3, 2020 (Election Day) at 7:00 p.m. if carrier envelope is not postmarked, OR Wednesday, March 4, 2020 (next business day after Election Day) at 5:00 p.m. if carrier envelope is postmarked by 7:00 p.m. at the location of the election on Election Day (unless overseas or military voter deadlines apply) <sup>4</sup>

**Important Contacts:**

<b>Texas Secretary of State</b>	James E. Rudder Bldg. 1019 Brazos St. Austin, Texas 78701	512-463-5650	<a href="https://www.sos.state.tx.us">https://www.sos.state.tx.us</a>
<b>Texas Ethics Commission</b>	201 East 14th St., 10th Floor Austin, TX 78701	512-463-5800	<a href="https://www.ethics.state.tx.us/">https://www.ethics.state.tx.us/</a>
<b>Federal Election Commission</b>	999 E Street, NW Washington, DC 20463	800-424-9530	<a href="https://www.fec.gov/">https://www.fec.gov/</a>
<b>Republican Party of Texas</b>	1108 Lavaca St., Suite 500 Austin, TX 78701	512-477-9821	<a href="https://www.texasgop.org/">https://www.texasgop.org/</a>
<b>Harris County Republican Party</b>	2501A Central Parkway, Suite A11, Houston, Texas 77092	713-838-7900	<a href="https://www.harriscountygop.com/">https://www.harriscountygop.com/</a>
<b>Harris County Clerk</b>	1001 Preston, 4th Floor, Rm. 439, Houston, TX 77002	713-755-5792	<a href="https://www.cclerk.hctx.net/">https://www.cclerk.hctx.net/</a>

**Paul Simpson** is the Harris County Republican Party Chair. You can contact Paul directly at [Paul@HarrisCountyGOPChair.com](mailto:Paul@HarrisCountyGOPChair.com); however, most questions can be answered by the Primary Staff or the Harris County Republican Party Staff:

### **HCRP Staff Directory:**

#### **Executive Director**

Nathan Gordon

Email: [Nathan.Gordon@HarrisCountyGOP.com](mailto:Nathan.Gordon@HarrisCountyGOP.com)

#### **Primary Director – Donna Stanart**

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#### **Deputy Primary Director – Arthur Miethke**

Email: [Deputy@HarrisCountyGOP.com](mailto:Deputy@HarrisCountyGOP.com)

#### **Office Manager**

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#### **Field Director**

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Email: [Rudy.Fonseca@HarrisCountyGOP.com](mailto:Rudy.Fonseca@HarrisCountyGOP.com)

#### **Communications Director**

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#### **Northwest Harris County Field Representative**

Robert Mackey

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Cell Phone: (512) 905 – 7596

#### **HQ/Baytown Harris County Field Representative**

Vanessa Ingrassia

Email: [Vanessa.Ingrassia@HarrisCountyGOP.com](mailto:Vanessa.Ingrassia@HarrisCountyGOP.com)

Cell Phone: (607) 372 – 6558

### **HCRP Offices:**

#### **HCRP Headquarters:**

2501A Central Parkway, Suite A11, Houston, Texas 77092

713-838-7900

#### **Northeast Kingwood Satellite Office**

2523 Chestnut Ridge Rd, Kingwood, TX 77339

(713) 234 – 6429

#### **Northwest Satellite Office**

21542 Ste B St Hwy 249, Houston, TX 77070

(713) 234 – 6428

#### **Southeast Clear Lake Satellite Office**

433 Bay Area Blvd, Houston, TX 77058

(713) 234 – 6432

#### **Baytown Satellite Office**

4721 Garth Rd., Suite B100, Baytown, TX 77521

(346) 444 – 3033

**Important Upcoming HCRP Events:**

**Judicial Candidate Signing Party-**

November 2, 2019, Location: HCRP Headquarters, 2501a Central Parkway, Houston, Texas 77092

**November Executive Committee Meeting-**

November 11, 2019, Location: HCRP Headquarters, 2501a Central Parkway, Houston, Texas 77092

**February Executive Committee Meeting-**

February 3, 2020, Location: HCRP Headquarters, 2501a Central Parkway, Houston, Texas 77092

**Precinct Conventions-**

March 3, 2020, Location(s): Polling Locations

**SD Conventions-**

March 21, 2019, Location(s): TBD

### FILING FEE SCHEDULE

United States Senator	\$5,000
All Other Statewide Offices	\$3,750
United States Representative	\$3,125
State Senator	\$1,250
State Representative	\$750
Member, State Board of Education	\$300
Chief Justice or Justice, Court of Appeals	\$1,875
Chief Justice or Justice of a Court of Appeals that serves a Court of Appeals District in which a county with a population of more than 750,000 is wholly or partly situated	\$2,500
District Judge or Judge specified by Sec. 52.092(d) for which this schedule does not otherwise prescribe a fee	\$1,500
District or Criminal District Judge of a court in a judicial district wholly contained in a county with a population of more than 850,000	\$2,500
Judge of a Statutory Court (except as provided below)	\$1,500
Judge of a Statutory County Court in a county with a population of more than 850,000	\$2,500
District Attorney or Criminal District Attorney or County Attorney performing the duties of a District Attorney	\$1,250
County Judge, County Commissioner, District Clerk, County Clerk, Sheriff, County Tax-Assessor-Collector and County Treasurer	
County of 200,000 more population	\$1,250
County of under 200,000 population	\$750
Justice of the Peace or Constable	
County of 200,000 more population	\$1,000
County of under 200,000 population	\$375
County Surveyor, Public Weigher or Inspector of Hides and Animals	\$75
All County Offices not otherwise listed	\$750