#### Dallas County Democratic Party



# 2025 Candidate Filing Packet



# Who is this Packet For?

This packet is intended for **Democratic candidates** running for local and county-level partisan offices in **Dallas County** who are required to file with the Dallas County Democratic Party during the primary election cycle.

#### These offices include:

- County Commissioner
- Justice of the Peace
- Constable
- County Judge
- County Clerk
- District Clerk
- County Sheriff
- County Tax Assessor-Collector
- County Treasurer
- County Court-at-Law Judges
- County Criminal Court Judges
- Probate Court Judges

♠ Candidates for <u>federal</u>, <u>statewide</u>, <u>or state legislative</u> <u>offices</u> do **NOT** file with the DCDP. They must file with the Texas Democratic Party or the Secretary of State.

1. This packet also **DOES NOT** apply to candidates for nonpartisan offices such as City Council, Mayor, or School Board, which file through local municipalities or ISDs.



#### **Contents of Candidate Packet**

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#### **Attached:**

## Candidate Application Form (3 pages)

- Application
- Official Instructions
- Filing Fees

# Form CTA (2 pages)

- Campaign Treasurer Appointment Form
- Modified Reporting Form (optional)

#### **Valid Petition Page**

(1 is provided, you will need to print more)



# How to File for the Democratic Primary in Dallas County

A Step-By-Step Guide for Candidates



Official Guide

#### Before you File:



 □ Check Your Eligibility by visiting www.sos.state.tx.us

☐ Choose Filing Option

Pay the filing fee (visit QR code above for amount)

**Submit a valid petition** (see step 2)

☐ Appoint a Campaign Treasurer please refer to page #5 for directions on this process

#### **Important Dates:**



Filing Opens: Nov 8, 2025

• Filing Deadline: Dec 8, 2025

To contact DCDP with any questions, please email dcdp@dallasdemocrats.org

#### Collecting Signatures for Valid Petition

check www.sos.state.tx.us for number of signatures required



#### Signature Requirements:

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- ONE signature per voter per office
- Name is clearly printed alongside signature
- MUST include address: including street (or mail address if no street address), city, Texas, and ZIP (zip omitted doesn't invalidate)
- Voter must be resident of Dallas County
- MUST include Date of Birth OR Voter Registration Number (VUID)
- MUST include Date Signed
  - \* See page #6 for example

#### Make Copies of your signatures!



For your records, you will want to scan and/or copy your signatures before giving to the DCDP to file

#### File in Person with the DCDP



1 You must file your application and fee/petition IN PERSON with the DCDP

#### **Bring:**



- Completed Application for a Place on the Ballot
- Either filing fee or petition with valid signatures
- Valid form of ID

Office hours for filing are:

**Monday - Friday** 10am - 4pm

Filing must be completed by December 8, 2025 at 6pm







# How to Appoint a Campaign Treasurer

A Guide on Form CTA

#### What is Form CTA

- Required form to appoint a campaign treasurer
- Must be filed before you raise or spend any campaign funds
- Filing this form officially makes you a candidate under Texas law
  - ★ You may appoint yourself as your own treasurer

# When to File

- Before paying a filing fee
- Before accepting any campaign contributions
- Before making any campaign
  expenditures, even from personal funds
- Before submitting an application for a place on the ballot

#### Where to File

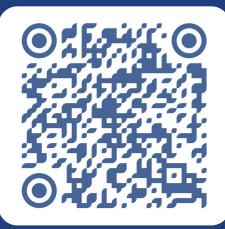
- County, precinct, or single-county district
  office → Dallas County Elections Department
- State-level office (e.g., State Rep,
  Governor) → Texas Ethics Commission
- School board or other local subdivision
  office → Clerk, secretary, or presiding
  officer of that entity

## What to include

- Candidate and treasurer's full name,
  address, and phone number
- Office sought
- Candidate's signature acknowledging legal responsibilities
- (Optional) Checkbox to select Modified Reporting

# Modified Reporting Option

- Allows you to skip pre-election and runoff reports if you raise and spend \$1,110 or less per election
- Must be selected on the back of Form CTA at least 30 days before the election
- Applies **separately** to each election (primary, runoff, general)
- Not available to state or county party chair candidates
- If you go over the \$1,110 limit:
  - File a report within 48 hours
  - Start filing regular reports for rest of election cycle



Scan for official guide





#### How to fill out the Petition Form

√ What counts - and what doesn't

#### **Examples of a Disqualified Petition Line**

Date Signed	Signature	Printed Name	Address	DOB OR VUID
	Jane Yoe	Jane Doe	123 Oak Lane Dallas, TX 12345	6/5/2025
6/7/2025	John Smilt	Through	3 Bluebonnet Dr. _Dallas, TX 12345	112233445
6/7/2025	Joe Citizen	Joe Citizen	44 Lonestar Dr.	2/3/1989
6 / 10 / 2025	A.C.	A.C.	987 Cactus Lane Dallas, TX 98765	10 / 31 / 1964

- X Date signed is in the wrong column, no DOB included
- X Printed name is illegible and scribbled through
- X Incomplete Address (without city or state info)
- X No full name is provided, only inititials

#### **Examples of Correct Petition Lines**

Date Signed	Signature	Printed Name	Address	DOB OR VUID
6/5/2025	Jane Doe	Jane Doe	123 Oak Lane Dallas, TX 12345	7 / 5 / 1975
6/7/2025	John Smilt	John Smith	3 Bluebonnet Dr. Dallas, TX 12345	112233445

- Date signed, complete address, and DOB/VUID are included
- Signature and full legible name is provided





<sup>\*</sup> PETITION EXAMPLES ARE NOT TO SCALE. PETITIONS MUST BE PRINTED ON LEGAL PAPER.

# If viewing this form online, please go to the link below to access and print the official petition form.

\* Note that official petition forms must be printed separately on legal paper.

click here

or

scan here

