

Robert D. Bender
Escambia County Supervisor of Elections

2024

**Escambia County
Candidate
Handbook**

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Explanation

The information contained in this handbook is intended as a quick reference guide only and is current upon publication. Chapters 97-106, Florida Statutes, the Constitution of the State of Florida, Division of Elections' Opinions and Rules, Division of Elections' Candidate Handbook, Attorney General Opinions, city charters and ordinances, special acts and other sources should be reviewed in their entirety for complete information regarding running for office.

This handbook contains information relevant to local offices and those who qualify with the Escambia County Supervisor of Elections Office as party candidates, no party affiliation candidates, nonpartisan candidates, and write-in candidates. It summarizes the qualifications for each office, with both the regular and petition methods of qualifying, along with write-in procedures for each local office, if applicable. It also includes information on qualifying fees as well as the number of signatures required for candidates who wish to qualify by petition.

Please direct any questions to the Escambia County Supervisor of Elections, Candidate Qualifying Department at (850) 595-3900 or visit our website EscambiaVotes.gov.





Robert D. Bender
ESCAMBIA COUNTY
SUPERVISOR OF ELECTIONS

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Dear Prospective Candidate:

On behalf of the voters of Escambia County, I commend you for your interest in public service. I know full well what a significant decision it is to run for office.

Enclosed you will find the necessary information to guide you should you choose to become a candidate. Our office is here as a resource, and I encourage you to use us as such. When you have questions or need additional information, pick up the phone, visit us online at EscambiaVotes.gov, email us, or drop by the office. We will do our best to help you or direct you to someone who can.

You can reach our Candidate Qualifying Department at (850) 595-3900. Our staff stands ready to provide you with the information you need should you become a candidate for office. As always, you can reach me at (850) 595-3900 if I can answer any questions or be of any assistance to you.

Again, thank you for your interest in public service. I wish you all the best in your endeavors.

Sincerely,

Robert D. Bender
Supervisor of Elections



This handbook is intended to supplement Chapters 97-106, Florida Statutes, and the Florida Division of Elections Candidate Handbooks which may be downloaded from: <https://dos.fl.gov/elections/forms-publications>

Important Dates for Candidates

2024 Election Dates Presidential Preference Primary: March 19, 2024 Primary Election: August 20, 2024 General Election: November 5, 2024	
Qualifying Dates	
Federal & Judicial Offices Noon, April 22, 2024 – Noon, April 26, 2024 1st Day to accept qualifying papers: April 8, 2024 (14 days prior to beginning of qualifying)	State & Local Offices Noon, June 10, 2024 – Noon, June 14, 2024 1st Day to accept qualifying papers: May 27, 2024 (14 days prior to beginning of qualifying)
Petition Submission Deadline	
Federal & Judicial Offices Before Noon, March 25, 2024	State & Local Offices Before Noon, May 13, 2024
Voter Registration Deadline	Vote-By-Mail Request Deadline
Presidential Preference Primary: February 20, 2024 Primary Election: July 22, 2024 General Election: October 7, 2024	Presidential Preference Primary: March 7, 2024 Primary Election: August 8, 2024 General Election: October 24, 2024
Vote-By-Mail “Send” Deadline	
Absent Stateside, Overseas Military & Overseas Civilian Voters Presidential Preference Primary: Feb. 3, 2024 Primary Election: July 6, 2024 General Election: September 21, 2024	Domestic Voters (7-day window) Presidential Preference Primary: Feb. 8-15, 2024 Primary Election: July 11 – July 18, 2024 General Election: Sept. 26 – Oct. 3, 2024

2024 Local Offices Up for Election and Terms

Constitutional Offices (Partisan)	
<i>Per Florida Statutes 100.041 (4)</i>	Term Begins
Clerk of the Circuit Court & Comptroller (4-year term)	Tuesday, January 7, 2025
Tax Collector (4-year term)	Tuesday, January 7, 2025
Property Appraiser (4-year term)	Tuesday, January 7, 2025
Sheriff (4-year term)	Tuesday, January 7, 2025
Supervisor of Elections (4-year term)	Tuesday, January 7, 2025
County Commission & School Board	
<i>Per Florida Statutes 100.041(2)(a) & (3)(a)</i>	Term Begins
County Commissioner, Districts 1, 3 and 5 (Partisan; 4-year term)	Tuesday, November 19, 2024
County Commissioner, District 4 (Partisan; 2-year term)	
School Board Members, Districts 4 and 5 (Nonpartisan; 4-year term)	Tuesday, November 19, 2024
Special Districts	
<i>Per Laws of Florida Chapter 2001-324 Section 4(b)</i>	Term Begins
Emerald Coast Utilities Authority, Districts 1, 3 and 5 (Partisan; 4-year term)	Tuesday, November 19, 2024
<i>Per Laws of Florida, Chapter 83-407 Section 3(b)(2)</i>	Term Begins
Santa Rosa Island Authority (Nonpartisan; 2-year term)	Tuesday, November 5, 2024
<i>Per Florida Statutes 582.18</i>	Term Begins
Escambia Soil and Water Conservation District, - <i>Nonpartisan</i> (Seats 1, 2, 3, 4 and 5)	Tuesday, January 7, 2025

(Continued on next page)

2024 Local Offices Up for Election and Terms

(continued)

City of Pensacola (Nonpartisan)	
<i>Per City Charter, Article III, Section 6.07</i>	Term Begins
City Council, Districts 1, 3, 5 and 7 (4-year term)	Tuesday, November 26, 2024
Town of Century (Nonpartisan)	
<i>Per Century Town Charter, Ordinance 05-14, Section 2</i>	Term Begins
Town of Century Mayor (4-year term)	Monday, January 6, 2025
Town of Century, Seats 1 and 2 (4-year term)	Monday, January 6, 2025
Judicial (Nonpartisan)	
<i>Per State Constitution, Article V, Section 10, 1st Tuesday after 1st Monday in January</i>	Term Begins
County Court Judge, Groups 4 & 5 (6-year term)	Tuesday, January 7, 2025



2023/2024 Calendar of Campaign Reporting Dates

<i>Cover Period</i>	<i>Report Code</i>	<i>Due Date</i>
07/01/23 – 09/30/23	2023 Q3	10/10/23
10/01/23 – 12/31/23	2023 Q4	01/10/24
01/01/24 – 03/31/24	2024 Q1	04/10/24
04/01/24 – 05/31/24	2024 Q2	06/10/24
Primary Election Reports		
06/01/24 – 06/14/24	2024 P1	06/21/24
06/15/24 – 06/28/24	2024 P2	07/05/24
06/29/24 – 07/12/24	2024 P3	07/19/24
07/13/24 – 07/19/24	2024 P4	07/26/24
07/20/24 – 07/26/24	2024 P5	08/02/24
07/27/24 – 08/02/24	2024 P6	08/09/24
08/03/24 – 08/15/24	2024 P7	08/16/24
General Election Reports		
08/16/24 – 08/23/24	2024 G1	08/30/24
08/24/24 – 09/06/24	2024 G2	09/13/24
09/07/24 – 09/20/24	2024 G3	09/27/24
09/21/24 – 10/04/24	2024 G4	10/11/24
10/05/24 – 10/18/24	2024 G5	10/25/24
10/19/24 – 10/31/24	2024 G6	11/01/24

(Continued on next page)

2024 Calendar of Campaign Reporting Dates Termination Reports

<i>Cover Period</i>	<i>Report Code</i>	<i>Due Date</i>
04/01/24 - 07/25/24	TRQ1	07/25/24
06/15/24 – 09/12/24	TRQ2	09/12/24
08/16/24 – 11/18/24	TRP	11/18/24
11/01/24 – 02/03/25	TRG	02/03/25

Penalty for Late Filing

Any candidate or committee failing to file a report on the designated due date shall be subject to a fine of \$50 per day for the first 3 days late and, thereafter, \$500 per day for each late day, not to exceed 25% of the total contributions or expenditures, whichever is greater, for the period covered by the late report. However, for pre-election reports, the fine shall be \$500 per day for each late day, not to exceed 25% of the total contributions or expenditures, whichever is greater, for the period covered by the late report. (F.S. 106.07)

For Termination Reports the fine is \$50 per day for each late day, not to exceed 25% of the total contributions or expenditures, whichever is greater, for the period covered by the late report.

Candidates must dispose of all funds in the campaign account and file a Termination Report within 90 days after having withdrawn, become unopposed, eliminated, or elected to office.

Overview

Candidates and treasurers are responsible for following all applicable laws provided by the State of Florida during their run for elected office.

Each candidate must sign a Statement of Candidate form (DS-DE 84) within 10 days of filing the appointment of campaign treasurer form. The statement of candidate form states that the candidate has been given access to, read, and understands the requirements of Chapter 106, Florida Statutes.

The Florida Elections Commission in Tallahassee handles complaints of violations of Chapter 106, not the Escambia County Supervisor of Elections. Criminal penalties are associated with many provisions.

Completion and correctness of finance reports are the responsibility of the candidate and campaign treasurer. The Supervisor of Elections is required to notify the Florida Elections Commission if a candidate fails to submit a report or repeatedly files late.

The Escambia County Supervisor of Elections requires that all campaign reports be filed through the Online Reporting System. Reports must be filed by 11:59:59 p.m. (Central Time) on the due date, otherwise the report is considered late. Candidates must file a report by each due date or file a waiver if there are no contributions or expenditures.

Each candidate, campaign treasurer, and deputy treasurer will receive a personal identification number and password to login to the candidate reporting system. Each will also receive PIN numbers, which will be considered a signature for the submitted report. The required information to submit reports will be mailed to the address listed on the Appointment of Campaign Treasurer form (DS-DE 9).

Campaign reports are public records. These reports will likely be reviewed by opposing candidates, the public, and media outlets. In some cases, investigators from various governmental agencies review these reports. It is important that great care is taken to ensure that campaign reports are complete, accurate, and in compliance with all election laws.

If a campaign report has been accepted and is found to be incomplete, the candidate will be notified and required to file an **amended** campaign report.

Common Mistakes Made by Candidates, Political Committees & Campaign Treasurers

- Accepting cash contribution and then spending it before it is deposited into the campaign account
- Accepting anonymous contributions, such as passing the hat or selling tickets for fund raisers without getting the required information from contributors
- Accepting cash contributions in excess of \$50, in aggregate, per election, from same donor
- Failing to include correct political disclaimers on political advertisements and campaign literature
- Filing Campaign Treasurer Reports late
- Showing a deficit in campaign contribution and expenditure reports
- Spending monetary contributions before they are deposited into the campaign account
- Paying for items with cash or personal check instead of a campaign check
- Accepting contributions to cover outstanding expenses after the election
- Listing contributor occupation as “business owner”, “sales” or other vague descriptions
- Listing a contribution from “Mr. and Mrs.” – the contribution must be listed from the individual who signed the check. (Division of Elections Opinion 93-10)

You will find on the SOE website a candidate reporting manual. It is recommended that you review the manual before reporting.

2024 Candidate Qualifying

Federal, Judicial, State Attorney and Public Defender

Noon, April 22 – Noon, April 26, 2024

1st Day to accept qualifying papers: April 08, 2024 (14 days prior to beginning of qualifying)

State, Multi-County, Escambia County and City Offices

Noon, June 10 – Noon, June 14, 2024

1st Day to accept qualifying papers: May 27, 2024 (14 days prior to beginning of qualifying)

The following pages contain specific qualifying information for local offices.

Clerk of the Circuit Court and Comptroller

Qualifications	<ul style="list-style-type: none"> Registered voter Resident of the county at the time of assuming office
Petition Requirements	1% of Registered Voters in Escambia County – 2,241 Valid Petitions <i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i>
Salary	\$162,258.00 (FY 22/23)
Qualifying Fee	6% Partisan - \$9,735.48 or 4% Nonpartisan - \$6,490.32
Forms to File	<p>To get started:</p> <ul style="list-style-type: none"> Appointment of Campaign Treasurers & Designation of Campaign Depository (DS-DE 9) Statement of Candidate Form (DS-DE 84) <p>During Qualifying: (Noon, June 10, 2024 – Noon, June 14, 2024) (must file ONE of three Loyalty Oaths)</p> <ul style="list-style-type: none"> Candidate Oath - Candidate with Party Affiliation (DS-DE 301A) Candidate Oath - Candidate with No Party Affiliation (DS-DE 301B) Candidate Oath – Write-In (301C) <ul style="list-style-type: none"> Form 6 - Full and Public Disclosure of Financial Interests 2023
Term of Office	4 years
Commence Term	Tuesday, January 7, 2025

Sheriff

Qualifications	<ul style="list-style-type: none"> Registered voter Resident of the county at the time of assuming office
Petition Requirements	1% of Registered Voters in Escambia County – 2,241 Valid Petitions <i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i>
Salary	\$198,107.00 (FY 22/23)
Qualifying Fee	6% Partisan - \$11,886.42 or 4% Nonpartisan - \$7,927,924.28
Forms to File	<i>To get started:</i> <ul style="list-style-type: none"> Appointment of Campaign Treasurers & Designation of Campaign Depository (DS-DE 9) Statement of Candidate Form (DS-DE 84) <i>During Qualifying: (Noon, June 10, 2024 – Noon, June 14, 2024)</i> (must file ONE of three Loyalty Oaths) <ul style="list-style-type: none"> Candidate Oath - Candidate with Party Affiliation (DS-DE 301A) Candidate Oath - Candidate with No Party Affiliation (DS-DE 301B) Candidate Oath – Write-In (301C) <ul style="list-style-type: none"> Form 6 - Full and Public Disclosure of Financial Interests 2023
Term of Office	4 years
Commence Term	Tuesday, January 7, 2025

Property Appraiser	
Qualifications	<ul style="list-style-type: none"> Registered voter Resident of the county at the time of assuming office
Petition Requirements	1% of Registered Voters in Escambia County – 2,241 Valid Petitions <i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i>
Salary	\$162,258.00 (FY 22/23)
Qualifying Fee	6% Partisan - \$9,735.48 or 4% Nonpartisan - \$6,490.32
Forms to File	<p>To get started:</p> <ul style="list-style-type: none"> Appointment of Campaign Treasurers & Designation of Campaign Depository (DS-DE 9) Statement of Candidate Form (DS-DE 84) <p>During Qualifying: (Noon, June 10, 2024 – Noon, June 14, 2024) (must file ONE of three Loyalty Oaths)</p> <ul style="list-style-type: none"> Candidate Oath - Candidate with Party Affiliation (DS-DE 301A) Candidate Oath - Candidate with No Party Affiliation (DS-DE 301B) Candidate Oath – Write-In (301C) <ul style="list-style-type: none"> Form 6 - Full and Public Disclosure of Financial Interests 2023
Term of Office	4 years
Commence Term	Tuesday, January 7, 2025

Tax Collector

Qualifications	<ul style="list-style-type: none"> Registered voter Resident of the county at the time of assuming office
Petition Requirements	1% of Registered Voters in Escambia County – 2,241 Valid Petitions <i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i>
Salary	\$162,258.00 (FY 22/23)
Qualifying Fee	6% Partisan - \$9,73.48 or 4% Nonpartisan - \$6,490.32
Forms to File	<i>To get started:</i> <ul style="list-style-type: none"> Appointment of Campaign Treasurers & Designation of Campaign Depository (DS-DE 9) Statement of Candidate Form (DS-DE 84) <i>During Qualifying: (Noon, June 10, 2024 – Noon, June 14, 2024)</i> (must file ONE of three Loyalty Oaths) <ul style="list-style-type: none"> Candidate Oath - Candidate with Party Affiliation (DS-DE 301A) Candidate Oath - Candidate with No Party Affiliation (DS-DE 301B) Candidate Oath – Write-In (301C) Form 6 - Full and Public Disclosure of Financial Interests 2023
Term of Office	4 years
Commence Term	Tuesday, January 7, 2025

Supervisor of Elections

Qualifications	<ul style="list-style-type: none"> Registered voter Resident of the county at the time of assuming office
Petition Requirements	1% of Registered Voters in Escambia County – 2,241 Valid Petitions (Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)
Salary	\$162,258.00 (FY 22/23)
Qualifying Fee	6% Partisan - \$9,735.48 or 4% Nonpartisan - \$6,490.32
Forms to File	To get started: <ul style="list-style-type: none"> Appointment of Campaign Treasurers & Designation of Campaign Depository (DS-DE 9) Statement of Candidate Form (DS-DE 84) During Qualifying: (Noon, June 10, 2024 – Noon, June 14, 2024) (must file ONE of three Loyalty Oaths) <ul style="list-style-type: none"> Candidate Oath - Candidate with Party Affiliation (DS-DE 301A) Candidate Oath - Candidate with No Party Affiliation (DS-DE 301B) Candidate Oath – Write-In (301C) <ul style="list-style-type: none"> Form 6 - Full and Public Disclosure of Financial Interests 2023
Term of Office	4 years
Commence Term	Tuesday, January 7, 2025

County Commissioner, Districts 1, 3, *4 and 5

Qualifications	<ul style="list-style-type: none"> Registered voter Resident of the district at the time of election
Petition Requirements	<p>1% of Registered Voters in the geographic boundaries of the district</p> <ul style="list-style-type: none"> District 1 - 480 Valid Petitions District 3 - 425 Valid Petitions District 4 - 477 Valid Petitions District 5 - 458 Valid Petitions <p><i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i></p>
Salary	\$92,738.00 (FY 22/23)
Qualifying Fee	<p>6% Partisan - \$5,564.28 or 4% Nonpartisan - \$3,709.52</p>
Forms to File	<p><i>To get started:</i></p> <ul style="list-style-type: none"> Appointment of Campaign Treasurers & Designation of Campaign Depository (DS-DE 9) Statement of Candidate Form (DS-DE 84) <p><i>During Qualifying: (Noon, June 10, 2024 – Noon, June 14, 2024)</i> (must file ONE of three Loyalty Oaths)</p> <ul style="list-style-type: none"> Candidate Oath - Candidate with Party Affiliation (DS-DE 301A) Candidate Oath - Candidate with No Party Affiliation (DS-DE 301B) Candidate Oath – Write-In (301C) <ul style="list-style-type: none"> Form 6 - Full and Public Disclosure of Financial Interests 2023
Term of Office	4 years, *District 4 is a 2-year term
Commence Term	Tuesday, November 19, 2024

Emerald Coast Utilities Authority, Districts 1, 3 and 5

Qualifications	<ul style="list-style-type: none"> Registered voter Resident of the district at the time of assuming office
Petition Requirements	25 valid petitions from Registered Voters in the geographic boundaries of the district <i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i>
Salary	\$47,386.00 (FY 23/24)
Qualifying Fee	\$25.00
Forms to File	<p><i>To get started:</i></p> <ul style="list-style-type: none"> Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) <i>(If opening campaign account)</i> Statement of Candidate Form (DS-DE 84) Affidavit of Intent (located on EscambiaVotes.gov website) <i>if no contributions are to be received or expenditures made.</i> <p><i>During Qualifying: (Noon, June 10, 2024 – Noon, June 14, 2024)</i></p> <ul style="list-style-type: none"> Candidate Oath – Candidate with Party Affiliation (DS-DE 301A) Form 1 - Statement of Financial Interests 2023
Term of Office	4 years
Commence Term	Tuesday, November 19, 2024

School Board, Districts 4 and 5

Qualifications	<ul style="list-style-type: none"> Registered voter Resident of the district at the time of assuming office
Petition Requirements	1% of Registered Voters in the geographic boundaries of the district <ul style="list-style-type: none"> District 4 - 477 District 5 - 458 <i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i>
Salary	\$47,386.00 (FY 23/24)
Qualifying Fee	4% Nonpartisan - \$1,895.44
Forms to File	<p><i>To get started:</i></p> <ul style="list-style-type: none"> Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) Statement of Candidate Form (DS-DE 84) <p><i>During Qualifying: (Noon, June 10, 2024 – Noon, June 14, 2024)</i></p> <ul style="list-style-type: none"> Candidate Oath- School Board Nonpartisan Office (DS-DE 304SB) Form 6 - Full and Public Disclosure of Financial Interests 2023
Term of Office	4 years
Commence Term	Tuesday, November 19, 2024

Pensacola City Council, Districts 1, 3, 5 and 7

Qualifications <i>Article VI Section 6.03 of the City Charter</i>	<ul style="list-style-type: none">Resident of the cityRegistered Voter in declared city district at least one (1) year prior to the end of the qualification period <p>“If he or she ceases to possess any such qualifications during his or her term of office, or if he or she violates any express prohibition of the Charter, he or she shall forthwith forfeit the office, and the Council shall remove him or her from office.”</p>				
Petition Requirements	<p>At least 5% of the total number of registered electors in the district, as shown by the compilation for the most recent general election of the City Council</p> <table><tr><td>District 1 - 298</td><td>District 3 - 312</td><td>District 5 - 309</td><td>District 7 - 258</td></tr></table> <p><i>(If petition requirement is met, candidate is still required to pay the 1% Election Assessment per F.S. 99.093.)</i></p>	District 1 - 298	District 3 - 312	District 5 - 309	District 7 - 258
District 1 - 298	District 3 - 312	District 5 - 309	District 7 - 258		
Salary	\$21,476.00				
Qualifying Fee	<p>The Qualifying fee is comprised of a 1% Election Assessment (<i>F.S. 99.093</i>) of \$214.76 plus a 3% filing fee (<i>City Charter Section 6.03</i>) of \$644.28.</p> <p>Using the petition method only waives the 3% portion of the filing fee per <i>City Charter Section 6.03</i></p> <div><p><u>No</u> Petitions & <u>No</u> Affidavit of Financial Hardship - Qualifying Fee is \$859.04</p><p><u>No</u> Petitions & Affidavit of Financial Hardship - Qualifying Fee is \$644.28</p><p>Petitions & <u>No</u> Affidavit of Financial Hardship - Qualifying Fee is 214.76</p><p>Petitions & Affidavit of Financial Hardship - Qualifying Fee is \$.00</p></div>				
Forms to File	<p><i>To get started:</i></p> <ul style="list-style-type: none">Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9)Statement of Candidate Form (DS-DE 84) <p><i>During Qualifying: (Noon, June 10, 2024 – Noon, June 14, 2024)</i></p> <ul style="list-style-type: none">Candidate Oath for Nonpartisan Offices (DS-DE 302NP)Form 6 - Full and Public Disclosure of Financial Interests 2023				
Term of Office	4 years				
Commence Term	Tuesday, November 26, 2024, at Noon				

Escambia Soil and Water Conservation District, Seats 1, 2, 3, 4 and 5

Qualifications	<ul style="list-style-type: none"> • Registered voter • Resident of the district subdivision (same as county commission districts) at the time of assuming office • Actively engaged in, or retired after 10 years of being engaged in, agriculture as defined in s. 570.02 • Employed by an agricultural producer; or • Owns, leases, or is actively employed on land classified as agricultural
Petition Requirements	25 valid petitions from Registered Voters in the District Subdivision <i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i>
Salary	No salary for this office
Qualifying Fee	\$25.00
Forms to File	<p><i>To get started:</i></p> <ul style="list-style-type: none"> • Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) <i>(If opening campaign account)</i> • Statement of Candidate Form (DS-DE 84) • Affidavit of Intent (located on EscambiaVotes.gov website). To be used if no contributions are to be received. <p><i>During Qualifying: (Noon, June 10, 2024 – Noon, June 14, 2024)</i></p> <ul style="list-style-type: none"> • Candidate Oath for Nonpartisan Offices (DS-DE 302NP) • Form 1 - Statement of Financial Interests 2023
Term of Office	TBD
Commence Term	Tuesday, January 7, 2025

Santa Rosa Island Authority

Qualifications <i>Laws of Florida 83-407, Section 3 (2-3)</i>	<ul style="list-style-type: none"> Registered voter Resident and leaseholder on Santa Rosa Island for at least 6 months immediately prior to qualifying and shall remain a resident during the term of office. In addition, the candidate shall be in full compliance with his or her lease at the time of qualifying and shall remain so during the term of office.
Petition Requirements	25 valid petitions from voters in Precinct 94 <i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i>
Salary	\$6,600.00 Expense Allowance
Qualifying Fee	\$25.00
Forms to File	<p><i>To get started:</i></p> <ul style="list-style-type: none"> Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) <i>(If opening campaign account)</i> Statement of Candidate Form (DS-DE 84) Affidavit of Intent (located on EscambiaVotes.gov website). To be used if no contributions are to be received. <p><i>During Qualifying: (Noon, June 10, 2024 – Noon, June 14, 2024)</i></p> <ul style="list-style-type: none"> Candidate Oath for Nonpartisan Offices (DS-DE 302NP) Form 1 - Statement of Financial Interests 2023
Term of Office	2 years
Commence Term	Tuesday, November 05, 2024

Town of Century Mayor

Qualifications <i>Section 4.02 Town of Century Charter (Ordinance 05-14)</i>	<ul style="list-style-type: none"> Registered voter in the Town of Century (Precinct 22.1) Registered to vote and resided in the town or within any area annexed since the last general election for at least six (6) months prior to the date on which he qualified to run for the office of mayor
Salary	\$10,131.96
Qualifying Fee	1% Election Assessment \$101.32 + \$25.00 filing fee= \$126.32
Forms to File	<p><i>To get started:</i></p> <ul style="list-style-type: none"> Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) Statement of Candidate Form (DS-DE 84) <p><i>During Qualifying: (Noon, June 10, 2024 – Noon, June 14, 2024)</i></p> <ul style="list-style-type: none"> Candidate Oath for Nonpartisan Offices (DS-DE 302NP) Form 6 - Full and Public Disclosure of Financial Interests 2023
Term of Office	4 years
Commence Term	Monday, January 6, 2025

Century Town Council, Seats 1 and 2

Qualifications <i>Section 3.02 Town of Century Charter (Ordinance 05-14)</i>	<ul style="list-style-type: none"> Must be a registered voter in the Town of Century (Precinct 22.1)
Salary	\$3,714.96
Qualifying Fee	1% Election Assessment \$37.15 + \$12.85 filing fee= \$50.00
Forms to File	<p><i>To get started:</i></p> <ul style="list-style-type: none"> Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) Statement of Candidate Form (DS-DE 84) <p><i>During Qualifying: (Noon, June 10, 2024 – Noon, June 14, 2024)</i></p> <ul style="list-style-type: none"> Candidate Oath for Nonpartisan Offices (DS-DE 302NP) Form 6 - Full and Public Disclosure of Financial Interests 2023
Term of Office	4 years
Commence Term	Monday, January 6, 2025

County Court Judge, Groups 4 & 5

Qualifications <i>Constitution of the State of Florida Article V Sections 8 and 13</i>	<ul style="list-style-type: none"> • Registered elector of the state; • Present member of the Florida Bar and have been a member for the preceding 5 years prior to qualifying; • Residence established in the territorial jurisdiction of the court at the time of assuming office; • May not be over 70 years old except on temporary assignment or to complete a term one-half of which has been served; • Shall not engage in the practice of law or hold office in any political party.
Petition Requirements	1% of Registered Voters in Escambia County – 2,241 Valid Petitions <i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i>
Salary	\$180,616.00 (FY 23/24)
Qualifying Fee	4% Nonpartisan – \$7,224.64
Forms to File	<p><i>To get started:</i></p> <ul style="list-style-type: none"> • Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) • Statement of Candidate Form (DS-DE 84) • Statement of Candidate for Judicial Office (DS-DE 83) <p><i>During qualifying: (Noon, April 20, 2024 – Noon, April 24, 2024)</i></p> <ul style="list-style-type: none"> • Judicial Office Candidate Oath (DS-DE 303JU) • Form 6 - Full and Public Disclosure of Financial Interests 2023
Term of Office	6 years
Commence Term	January 7, 2025

Write-In Candidates

NOTE: Write-in Candidates names do not appear on the ballot.

Qualifications	<ul style="list-style-type: none"> • See specific office • Per the City Charter, write-in candidates for City of Pensacola are expressly prohibited
Petition Requirements	No petition requirements for write-in candidates
Salary	See specific office
Qualifying Fee	No qualifying fee for write-in candidates
Forms to File	<p>To get started:</p> <ul style="list-style-type: none"> • Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) • Statement of Candidate Form (DS-DE 84) • Statement of Candidate for Judicial Office (DS-DE 83) <i>(for judicial candidates only)</i> <p>During Qualifying: (Noon, June 08, 2024 – Noon, June 12, 2024) (must file ONE of the two Loyalty Oaths depending on office sought)</p> <ul style="list-style-type: none"> • Candidate Oath - Write-In Candidate (DS-DE 301C) • Judicial Office Candidate Oath - Write-In Candidate (DS-DE 303JU) <p>(must file ONE of the two forms below depending on office sought)</p> <ul style="list-style-type: none"> • Form 1 - Statement of Financial Interests 2023 • Form 6 - Full and Public Disclosure of Financial Interests 2023
Term of Office	See specific office
Commence Term	See specific office

Petitions

(Florida Statutes 99.095, 99.097 & 105.035)

Florida Division of Elections Candidate Petition Handbook:

<https://files.floridados.gov/media/706828/2024-candidate-petition-handbook-061423.pdf>

The deadline to submit petitions is:

Noon, March 25, 2024 – Judicial, State Attorney and Public Defender

Noon, May 13, 2024 – Federal, Statewide, Multi-County, County, District and City

<i>Name of Office</i>	<i>Petitions Required</i>
<i>County Offices</i>	
Clerk of the Circuit Court & Comptroller	2,241
Tax Collector	2,241
Property Appraiser	2,241
Sheriff	2,241
Supervisor of Elections	2,241
County Court Judge	2,241
County Commissioner, Districts 1, 3, 4, and 5	District 1 - 480 District 3 - 425 District 4 - 477 District 5 - 458
School Board Members, Districts 4 and 5	District 4 - 477 District 5 - 458
Emerald Coast Utilities Authority, Districts 1, 3 and 5	25
Santa Rosa Island Authority	25
Escambia Soil and Water Conservation District, Groups 1, 3 and 5	25
<i>City Offices</i>	
City Council, Districts 1, 3, 5 and 7	District 1 - 298 District 3 - 312 District 5 - 309 District 7 - 258



Petition Facts

- Per Florida Statutes, petition figures are based on at least 1% of the total number of registered voters of that geographical area as of the book closing figures from the last general election. (Exception: City of Pensacola Offices = 5% per City Charter. Also, the petition method only waives the 3% portion of the filing fee for City Candidates)
- The most current version of the petition DS-DE 104 (dated 09/11 or later) must be used. See <http://dos.myflorida.com/elections/forms-publications/forms/>
- The DS-DE 104 petition form must be reproduced for use by candidates in its exact wording and format without any changes in its text or format, except it may be reduced or enlarged **proportionally in size** as a whole document – no less than 3 inches by 5 inches and no larger than 8 1/2 inches by 11 inches. A separate petition form is required for each voter. They are submitted to the Supervisor of Elections for verification, at a pre-paid cost of 10 cents each.
- A petition form may be included within a larger political advertisement, provided the form is clearly defined by a solid or broken border. Once an advertisement is added it must contain a political disclaimer. See the Division of Elections Candidate Handbook for disclaimer requirements.
- Field entries on the petition form may be pre-populated, **except for the signature and the date signed fields** which must be completed by the voter.
- Collecting petition signatures in government owned buildings is not expressly prohibited, but a candidate may not solicit or accept contributions as stated in F.S. 106.15(4).
- A voter may sign a candidate's petition regardless of their party affiliation.
- A voter who signs a petition must be registered in the applicable district of the candidate.
- The candidate's information on the petition must be complete, including the district if applicable.
- There is no prohibition in the Florida Election Code on paying someone to collect petition signatures on their behalf. However, the candidate may not then file an Undue Burden Oath.
- If a candidate qualifies by the petition method and filed Oath of Undue Burden, and has surplus funds after the election, the candidate must pay any petition verification fees that were waived due to filing an Undue Burden Oath.

Note: Our office does not review signed petitions prior to candidates submitting them. Petitions should be thoroughly examined prior to submitting them to our office for verification. Voter must personally complete the signature and date signed fields.

Common Reasons for Invalid Petitions

- Voter's name not listed and printed
- Voter did not list, or listed an invalid date signed
- Voter did not include or listed incorrect date of birth
- Voter listed wrong voter registration number
- Voter listed their own party affiliation instead of that of the candidate, or didn't leave blank if No Party Affiliation or Nonpartisan office
- Voter's signature is missing or does not match our records
- Voter signed more than one petition for this candidate in this election
- Voter not in correct county or district
- Voter is not registered

This is not a complete list of reasons that petitions may not be valid, only the most common.

CANDIDATE PETITION			
<i>Notes: - All information on this form becomes a public record upon receipt by the Supervisor of Elections. - It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes] - If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.</i>			
I, _____		the undersigned, a registered voter	
(print name as it appears on your voter information card)			
in said state and county, petition to have the name of _____			
placed on the Primary/General Election Ballot as a: [check/complete box, as applicable]			
<input type="checkbox"/> Nonpartisan	<input type="checkbox"/> No party affiliation	<input type="checkbox"/> _____	Party candidate for the office of
(insert title of office and include district, circuit, group, seat number, if applicable)			
Date of Birth (MM/DD/YY) or Voter Registration Number		Address	
City		County	State
			Zip Code
Signature of Voter		Date Signed (MM/DD/YY) [to be completed by Voter]	
Rule 1S-2.045, F.A.C.		DS-DE 104 (Eff. 09/11)	

Must use the most current format published by the Division of Elections.
<http://dos.myflorida.com/media/693291/dsde104.pdf>

Resources

A successful candidate is well informed and educated on all applicable sections of election law and campaign rules set by the Florida Division of Elections. This handbook serves as a guide to assist candidates in the process; however, it is not all inclusive. It is the candidate and treasurers' responsibility to fully understand the law. The following resources are available:

Florida Statutes:

<http://www.leg.state.fl.us/statutes/>

Florida Division of Elections Candidate and Campaign Treasurer Handbook:

<https://files.floridados.gov/media/706923/candidate-and-campaign-treasurer-handbook-2024.pdf>

Florida Division of Elections Candidate Petition Handbook:

<https://files.floridados.gov/media/706828/2024-candidate-petition-handbook-061423.pdf>

Detailed information is available on all the following topics from the sources listed above:

- Resign to Run
- Becoming a Candidate
- Petition Requirements
- Campaign Treasurer Duties and Responsibilities
- Changing Political Parties for Partisan Offices
- Contributions, Depositories, and Expenditures
- Use of PayPal and reporting online contributions
- Disclaimers and Political Advertising
- Fund Raisers and Solicitation
- Filing Electronic Campaign Reports
- Petty Cash
- Prohibited Acts
- Termination Reports

Candidate Forms: <http://EscambiaVotes.gov/candidate-forms>

- Appointment of Campaign Treasurer/Designation of Campaign Depository (DS-DE 9) REV 10/23
- Statement of Candidate (DS-DE 84)
- Statement of Candidate for Judicial Office (DS-DE 83)
- Affidavit of Intent
- Candidate Petition Form (DS-DE 104) (Eff. 09/11)
- Candidate Oath – State and Local Partisan Office – Party Affiliation (DS-DE 301A)
- Candidate Oath – State and Local Partisan Office – NPA (DS-DE 301B)
- Candidate Oath – State and Local Partisan Office – Write-In (DS-DE 301C)
- Candidate Oath – Nonpartisan Office (DS-DE 302NP)
- Candidate Oath – Judicial Office (DS-DE 303JU)
- Candidate Oath – School Board Nonpartisan (DS-DE 304SB)
- Candidate Oath – Committeemen and Committeewomen (DS-DE 305C)
- Form 1- Statement of Financial Interests - Electronic
- Form 6 - Full and Public Disclosure of Financial Interests - Electronic
- Affidavit of Financial Hardship (For City only – 1% Election Assessment)

Frequently Asked Questions: <http://EscambiaVotes.gov/candidate-faq>

If you have questions or require assistance, please don't hesitate to contact our Candidate Qualifying Department at (850) 595-3900.

***213 Palafox Place, 2nd Floor
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***PO Box 12601
Pensacola, FL 32591-2601***