



MINNESOTA CAMPAIGN FINANCE BOARD

May 12, 2020

Dear Appellate Court Judicial Candidate:

The forms and information enclosed in this packet are to assist you in meeting the requirements of Minnesota Statutes Chapter 10A, which governs campaign finance and disclosure for state-level offices in Minnesota. As a candidate for election, you will be required to meet various statutory requirements. Please review this letter and the enclosed disclosure calendar for information about registration requirements and reporting deadlines.

DO YOU NEED TO REGISTER A PRINCIPAL CAMPAIGN COMMITTEE WITH THE BOARD?

If you spend only your own money on your campaign, you are not required to register a principal campaign committee with the Board. A candidate who accepts contributions from others must register a committee within 14 days of the date on which the total value of contributions received from sources other than the candidate exceeds \$750. If you need to register a principal campaign committee the necessary form is included in this packet.

If you are not required to register a principal campaign committee but you spend more than \$750 (not including the filing fee to appear on the ballot) of your own money to influence your election you must still file Reports of Receipts and Expenditures that disclose your financial activity on behalf of your campaign. You may print a copy of the Report of Receipts and Expenditures form from the Board's web site at www.cfb.mn.gov or call the Board office at 651-539-1188 or 800-657-3889 and request that a form be mailed to you. The reports are due June 15, 2020, July 27, 2020, September 22, 2020, and October 26, 2020.

UPCOMING CRITICAL DEADLINE:

- **JUNE 15, 2020, REPORT OF RECEIPTS AND EXPENDITURES** If you register a campaign committee with the Board, or are required to report personal expenditures as explained above, you will need to file a report by June 15, 2020. This report covers the period of January 1, 2020, through May 31, 2020.

ECONOMIC INTEREST STATEMENT REQUIREMENT

A candidate elected to judicial office will be required to file an Economic Interest Statement with the Board within 60 days of assuming office. An Economic Interest Statement shows who employs the person completing the form, where the person owns non-homesteaded real property in Minnesota, the person's investments in stocks, and whether the person has any financial interests in horseracing. The Board puts information from the completed Economic Interest Statement on its website to make it easier for people to know when an elected official could have a conflict of interest. If you are elected to judicial office the Board will send you an Economic Interest Statement form to complete after you assume office.

Electronic Filing Required All state-level candidates with a registered committee are required to file the periodic Report of Receipts and Expenditures electronically. The Board provides at no charge the Campaign Finance Reporter Software. The software may be downloaded from the Board's website at www.cfb.mn.gov - click on the Filer Resources menu option, and then select Campaign Finance Reporter download page. The Board may waive the requirement to file electronically if the candidate can show good cause why the waiver should be granted. Contact Board staff for more information on the waiver process.

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- **CANDIDATE/TREASURER TRAINING** During the pandemic the Board has concluded that it is not possible to safely conduct software or compliance training in a traditional lecture hall or classroom setting. Currently the Board is offering the judicial candidate handbook on the website at: cfb.mn.gov/pdf/publications/handbooks/judicial_handbook.pdf . The handbook is a great resource for treasurers and first-time candidates.

Additionally there are five interactive compliance training videos available that were developed specifically for candidate committees at: cfb.mn.gov/filer-resources/self-help/education-and-tools/online-videos/ . On the same web page there are also eleven short videos on how to use the Campaign Finance Reporter software.

Board staff is also planning to host compliance and software user courses on WebEx later this summer. The Board website at <https://train.cfb.mn.gov/training/> will list the dates and times of WebEx classes once they are scheduled.

Forms Included in This Packet

- **Registration Form for a Campaign Committee**
- **Contribution Limits**
- **2020 Disclosure Calendar**

If you have questions about this packet, please call Melissa Stevens, Compliance Officer, at 651-539-1188, or melissa.stevens@state.mn.us.

Sincerely,



Jeff Sigurdson
Executive Director

Campaign Finance and Public Disclosure Board

190 Centennial Office Building, 658 Cedar St, St Paul, MN 55155 <https://cfb.mn.gov/>



Registration and Statement of Organization Principal Campaign Committee

under Minn. Stat. §§ 10A.14 and 10A.19

Instructions

- This statement is due at the Campaign Finance and Public Disclosure Board office within 14 days after the Candidate raises or spends in excess of \$750, or within 10 days after any change in previously filed information.
- All required sections must be filled in before the committee can be registered.
- This form may be emailed to cf.board@state.mn.us or faxed to 651-539-1196; 800-357-4114
- All information on this form or report is public information and may be published on the Board's website at <https://cfb.mn.gov/>
- It is unlawful to use this information for commercial purposes.
- Do not use pencil or red ink.
- Board staff may also be reached by phone at 651-539-1187 or 800-657-3889 or by email at cf.board@state.mn.us

Registration

New Registration

Amendment: Registration No. _____

Candidate

Candidate name	
Address (Line 1)	
Address (Line 2)	
City, state, zip	
Telephone (Daytime)	Email address (Required, or write "No email")

Office sought

Constitutional office (Specify) _____ Senate: Distr # _____ House of Representatives: Distr # _____
 Supreme Court Appeals Court District Court: Distr # _____ Seat # _____

Party affiliation

Democratic Farmer Labor Grassroots-Legalize Cannabis Party Independence Party Minnesota Libertarian Party Minnesota
 Republican Party Minnesota Green Party Minn Legal Marijuana Now Party Other _____

This document is available in alternative formats to individuals with disabilities by calling 651-539-1180; 800-657-3889; or through the Minnesota Relay Service at 800-627-3529.

Committee (Required)**Chair (Required)**

Committee name		Chair name
Address (Line 1)		Address (Line 1)
Address (Line 2)		Address (Line 2)
City, state, zip		City, state, zip
Telephone (Daytime)	Fax number	Telephone (Daytime)
Committee website address		Email address (Required, or write "No email")

Treasurer (Required)**Deputy treasurer (Optional)**

Treasurer name	Deputy treasurer name
Address (Line 1)	Address (Line 1)
Address (Line 2)	Address (Line 2)
City, state, zip	City, state, zip
Telephone (Daytime)	Telephone (Daytime)
Email address (Required, or write "No email")	Email address

Committee bank account(s) (Must be opened before registering committee)

1. Name of bank	2. Name of bank
Address of bank (Line 1)	Address of bank (Line 1)
Address of bank (Line 2)	Address of bank (Line 2)
City, state, zip of bank	City, state, zip of bank

Certification

I, _____, certify that this statement represents the single registration for
 Print or type name this candidate for this office and that the statement is complete,
 true, and correct.

 Signature of treasurer or candidate

 Date

Any person who signs and certifies to be true a report or statement which the person knows contains false information, or who knowingly omits required information, is subject to a civil penalty imposed by the Board of up to \$3,000 and is subject to criminal prosecution for a gross misdemeanor.

**2019 – 2020 ELECTION CYCLE SEGMENT
CONTRIBUTION LIMITS**

All contribution limits apply to the total of cash contributions, in-kind contributions, and loans received during the two-year period from January 1, 2019, through December 31, 2020.

Individual and Candidate Contribution Limits. Applies to the aggregate of contributions received during 2019 and 2020 from an individual, political committee, or a political fund (excluding political party units), unregistered associations, and from the candidate's personal funds.

Office	2019 - 2020 Contribution Limit Total Amount for Two-Year Period	2019 – 2020 Candidate's Personal Contribution Limit - Total Amount for Two-Year Period (applicable only to candidates who have signed a public subsidy agreement)
Governor/Lt. Governor	\$2,000	\$10,000
Attorney General	\$1,500	\$7,500
Secretary of State and State Auditor	\$1,000	\$5,000
Senate	\$1,000	\$5,000
House of Representatives	\$1,000	\$5,000
Judicial Office	\$2,500	Not applicable

Aggregate Political Party Unit and Terminating Principal Campaign Committee Contribution Limits.

Applies to the aggregate of contributions received during 2019 and 2020 from all political party units and terminating principal campaign committees. Party units include a party caucus in the legislature, a state party, and party units in legislative districts, congressional districts, counties, municipalities, and precincts in aggregate.

Office	2019 - 2020 Political Party and Terminating Committee Contribution Limit Total Amount for Two-Year Period
Governor/Lt. Governor	\$20,000
Attorney General	\$15,000
Secretary of State, State Auditor	\$10,000
Senate	\$10,000
House of Representatives	\$10,000
Judicial Office	\$25,000

Aggregate contribution limits. All candidates (except judicial candidates) are subject to an aggregate contribution limit. This limit is not dependent on the signing of a public subsidy agreement. The aggregate contribution limit does not increase for first-time candidates or for candidates who do not sign a public subsidy agreement. This limit applies to the aggregate of all contributions and loans from lobbyists, political committees or political funds, and associations not registered with the Board.

Office	Aggregate Limit for 2019 -2020 Election Cycle Segment
Governor/Lt. Governor	\$339,500
Attorney General	\$45,300
Secretary of State, State Auditor	\$22,700
Senate	\$20,600
House of Representatives	\$13,700



2020 Disclosure Calendar for Appellate Court Candidates

Minnesota Campaign Finance and Public Disclosure Board

Please Note: The requirements specified in this calendar through June 2, 2020, apply to all candidates for appellate courts. After that date, candidates who did not file an affidavit of candidacy to be on the 2020 ballot should follow the calendar for candidates not running for office.

2020

- January 31 **2019 year-end report of receipts and expenditures due.** Period covered: 1/1/2019 through 12/31/2019.
- February 3 \$25 per day late filing fee begins for failure to file the year-end report of receipts and expenditures.
- March 31 Last day of transactions included in the first report of receipts and expenditures.
- April 14 **First report of receipts and expenditures due.** Period covered: 1/1/2020 through 3/31/2020.
- April 15 \$25 per day late filing fee begins for failure to file the first report of receipts and expenditures.
- May 19 Candidate filing period opens to run for office. Judicial candidates do not have to file a statement of economic interest until after taking the oath of office.
- May 31 Last day of transactions included in the second report of receipts and expenditures.
- June 2 Last day for candidates to file to run for office.
- June 15 **Second report of receipts and expenditures due.** Period covered: 1/1/2020 through 5/31/2020.
- June 16 \$25 per day late filing fee begins for failure to file the second report of receipts and expenditures.
- July 20 Last day of transactions included in the third report of receipts and expenditures.
- July 21 through
August 10 **24 Hour Reporting of Large Contributions – Pre-primary-election**
Contributions and loans from any one source totaling more than \$2,000 for appellate court candidates must be reported to the Board in person by the end of the next business day after receipt or by electronic means within 24 hours after receipt and also on subsequent reports of receipts and expenditures for the year. Failure to file the notice on time will result in a \$50 per day late filing fee. **Note:** Candidates who are unopposed at the primary election do not need to report large contributions during this period.

- July 27 **Third report of receipts and expenditures due – Pre-primary-election.** Period covered: 1/1/2020 through 7/20/2020.
- July 28 \$50 per day late filing fee begins for failure to file the third report of receipts and expenditures.
- August 11 PRIMARY ELECTION
- September 15 Last day of transactions included in the fourth report of receipts and expenditures.
- September 22 **Fourth report of receipts and expenditures due.** Period covered: 1/1/2020 through 9/15/2020. **Note:** Candidates who lost the primary election do not need to file this report.
- September 23 \$25 per day late filing fee begins for failure to file the fourth report of receipts and expenditures.
- October 19 Last day of transactions included in the fifth report of receipts and expenditures.
- October 20 through November 2 **24 Hour Reporting of Large Contributions – Pre-general-election**
Contributions and loans from any one source totaling more than \$2,000 for appellate court candidates must be reported to the Board in person by the end of the next business day after receipt or by electronic means within 24 hours after receipt and also on subsequent reports of receipts and expenditures for the year. Failure to file the notice on time will result in a \$50 per day late filing fee. **Note:** Candidates who lost the primary election do not need to report large contributions during this period.
- October 26 **Fifth report of receipts and expenditures due – Pre-general-election.** Period covered: 1/1/2020 through 10/19/2020. **Note:** Candidates who lost the primary election do not need to file this report.
- October 27 \$50 per day late filing fee begins for failure to file the fifth report of receipts and expenditures.
- November 3 GENERAL ELECTION

2021

- February 1 **2020 year-end report of receipts and expenditures due.** Period covered: 1/1/2020 through 12/31/2020.
- February 2 \$25 per day late filing fee begins for failure to file the year-end report of receipts and expenditures.