

2024

Douglas County
**Judicial
Candidate
Guide**

2024 Important Election Dates *Candidate Filing*

December 30, 2023 Applications received by mail must be post- marked no later than 12/30/23 and online applications must be submitted before 11:59 pm 12/30/2023.	Last Day for Candidates for Partisan Offices to Change Affiliation with a Major Party: No person may be a candidate of a <u>major political party</u> for partisan office in 2024 if he or she changed political affiliation to Democrat or Republican on a Voter Registration Application in Nevada or in any other state after December 30, 2023. (NRS 293.176)
January 2, 2024	First Day Independent Candidate may Submit Petition for Approval: Independent candidates must submit their candidacy to the appropriate filing officer for approval prior to circulating the petition. (NRS 293.200(1)(a))
January 2-12, 2024 Weekdays, 9:00 am-5:00 pm	Judicial Candidate Filing: Period during which judicial candidates for District Court, and Justice of the Peace, as applicable, may file to run for office in 2024. (NRS 293.177(1)(a))
January 12, 2024 Friday, 5:00 pm	Last Day for Judicial Candidate Name Changes: Last day judicial candidates may change how their name appears on the ballot. (NAC 293.081)
January 24, 2024 Wednesday, 5:00 pm	Last Day to Withdraw or Rescind Withdrawal of Judicial Candidacy: Last day judicial candidates may withdraw their candidacy or rescind withdrawal of candidacy. (NRS 293.202)
March 4-15, 2024 Weekdays, 9:00 am-5:00 pm	Non-Judicial Candidate Filing: Period during which non-judicial candidates may file to run for office in 2024. (NRS 293.177(1) (b))
March 15, 2024	Last Day for Candidate Name Non-Judicial Changes: Last day non- judicial candidates may change how their name appears on the ballot. (NAC 293.081)
March 26, 2024	Last Day to Withdraw or Rescind Withdrawal of Non- Judicial Candidacy: Last day non-judicial candidates may withdraw their candidacy or rescind withdrawal of candidacy. (NRS 293.202)
<i>Presidential Preference Primary</i>	
December 8, 2023 Friday, 5:00 pm	Deadline to Opt-Out of Mail Ballots: The last day for the Elections Office to receive PRINTED OR ONLINE requests to not receive a mail ballot is 60 days before Election Day. (NRS 293.269911(2))

January 9, 2024 Tuesday	Close of Standard Registration: Last day to register to vote, without having to register on the Secretary of State's website. <i>(NRS 293.560)</i>
Not later than January 18, 2024	Sample Ballots Mailed to all Active Registered Voters <i>(NRS 293.565(6))</i>
January 27-February 2, 2024 Saturday-Friday, excluding Sundays and Holidays	Early Voting (7 Days): Douglas County Community Center will serve as the only early voting center. Visit govotedouglas.com or view your sample ballot for more details. <i>(NRS 298.700)</i> Same Day Registration will be available. <i>(NRS 293.5832)</i>
February 6, 2024 Tuesday, 7:00 am- 7:00 pm	Presidential Preference Primary: Same day registration will be available. <i>(NRS 293.5832)</i>
Primary Election	
April 12, 2024 Friday, 5:00 pm	Deadline to Opt-Out of Mail Ballots: The last day for the Elections Office to receive PRINTED OR ONLINE requests to not receive a mail ballot is 60 days before Election Day. <i>(NRS 293.269911(2))</i>
May 14, 2024 Tuesday	Close of Standard Registration: Last day to register to vote, without having to register on the Secretary of State's website. <i>(NRS 293.560)</i>
No later than May 20, 2024	Sample Ballots Mailed to all Active Registered Voters <i>(NRS 293.565(6))</i>
May 25-June 7, 2024 Saturday-Friday, excluding Sundays and Holidays	Early Voting (14 Days): Douglas County Community Center will serve as the only early voting center. Visit govotedouglas.com or view your sample ballot for more details. <i>(NRS 293.3568)</i> Same Day Registration will be available. <i>(NRS 293.5832)</i>
June 11, 2024 Tuesday, 7:00 am- 7:00 pm	Primary Election- Same Day Registration will be available. <i>(NRS 293.5832)</i>
General Election	
September 6, 2024 Friday, 5:00 pm	Deadline to Opt-Out of Mail Ballots: The last day for the Elections Office to receive PRINTED OR ONLINE requests to not receive a mail ballot is 60 days before Election Day. <i>(NRS 293.269911(2))</i>

<p>October 8, 2024 Tuesday</p>	<p>Close of Standard Registration: Last day to register to vote, without having to register on the Secretary of State's website. <i>(NRS 293.560)</i></p>
<p>No later than October 14, 2024</p>	<p>Sample Ballots Mailed to all Active Registered Voters <i>(NRS 293.565(6))</i></p>
<p>October 19-November 1, 2024 Saturday-Friday, excluding Sundays and Holidays</p>	<p>Early Voting (14 Days): Douglas County CC will serve as main early voting center, several branch locations will be scheduled as well. Visit govotedouglas.com or view your sample ballot for more details. <i>(NRS 293.3568)</i> Same Day Registration will be available. <i>(NRS 293.5832)</i></p>
<p>November 5, 2024 Tuesday, 7:00am-7:00pm</p>	<p>General Election- Same day registration will be available. <i>(NRS 293.5832)</i></p>



Douglas County Clerk-Treasurer
Election's Office
election@douglasnv.us
(775)783-6095
Govotedouglas.com



Offices, within Douglas County, that will be up for election in 2024

Countywide Offices:

Commissioner District 1- Currently held by Danny Tarkanian

Commissioner District 3- Currently held by Mark Gardner

Commissioner District 5- Currently held by Walt Nowosad

Judicial Offices:

East Fork Justice of the Peace - Currently held by Paul Gilbert

Tahoe Justice of the Peace - Currently held by Michael Johnson

School District Offices:

District 1- Currently held by Tony Magnotta

District 3- Currently held by Dwight "Doug" Englekirk

District 4- Currently held by Carey Kangas

District 5- Currently held by Linda Gilkerson

General Improvement District and Town Advisory Offices:

Please contact your District or Town Advisory Board directly to find out more about open positions or visit GoVoteDouglas.com for a complete list.

This list may change at any time, as positions become available (due to vacancies) or as our office gains additional information. This list does not contain Federal or State Offices. Please visit the Nevada Secretary of State's website for more information on Federal and State offices.

Candidates must pay the required fees, listed below.

Filing fees are payable by

cash, cashier's check, or certified check

(payable to the Douglas County Clerk).

**NRS 293.193 does not allow personal checks
or credit cards.**

DISTRICT JUDGE ----- \$155.00

JUSTICE OF THE PEACE ----- \$105.00

ANY COUNTY OFFICE ----- \$105.00

ANY DISTRICT OFFICE OTHER THAN DISTRICT JUDGE-----\$35.00

SCHOOL DISTRICT TRUSTEE ----- \$35.00

TOWN OR TOWNSHIP OFFICE ----- \$35.00

General Improvement Districts (GID's) are District Offices and the fee is \$35.00.

Per NRS 293.193 there is no filing fee required from a candidate for an office that does not receive compensation.

2024 CHECKLIST FOR CANDIDATE FILING

What to Prepare in Advance: Candidate filing will be **EASIER** and **FASTER** if you prepare the following in advance:

- Checklist: Complete and bring this Checklist with you when you file for office.
- Fees: Payable by cash, certified check or cashier's check. Check's payable to the Douglas County Clerk. ***No personal checks or credit cards.***
- Identification: You must present appropriate I.D. when you file for office

When is Candidate Filing: March 4-15, 2024, Monday through Friday, 9:00 a.m. – 5:00 p.m. **Where is Candidate Filing:** Douglas County Clerk's Office | 1616 8th St, Minden | (775)782-9014

Tahoe General Services | 175 Highway 50, Stateline | (775)586-7270

You must make an appointment to file for candidacy at our Minden or Stateline office.

To make an appointment visit: <https://ctr.douglascountynv.gov/appointments>

More Information: E-mail: elections@douglasnv.us

1. Office for Which You Are Filing:
(include Dept., District, or Town, if any)

2. Your Name as it will Appear on the Ballot:(see "Candidate Name Rules")

3. Your Business Phone Number:

4. Your Name as it will Appear on the Certificate of Election and Declaration of Candidacy:

THE INFORMATION BELOW WILL BE AVAILABLE THE GENERAL PUBLIC AND THE MEDIA

5. Residential Address:

6. Your Mailing Address:

7. Your Phone Number:

8. Your E-Mail Address:

9. Your Website Address:

About Filing

When:

Judicial candidates may file to run for office from Monday, January 2, 2024 to Friday, January 12, 2024, from 9:00 a.m. – 5:00 p.m., except weekends and holidays. The last day to change how a name will appear on the ballot is Friday, January 12, 2024. The last day to withdraw candidacy or rescind withdrawal of candidacy is Wednesday, January 24, 2024.

Where:

District Court Judges elected completely within Douglas County file with the Douglas

- County Clerk's office: **1616 8th St., Minden, NV 89423; or**
- **175 US Highway 50, Stateline, NV 89449**

You must make an appointment to file for candidacy at our Minden or Stateline office.

To make an appointment visit: <https://ctr.douglascountynv.gov/appointments>

What to Bring:

Payment:

Filing fee must be paid by cash, cashier's check, or certified check. Personal checks are not allowed (NRS 293.193).

Identification: Per NRS 293.177(3)(b) and (4), you must present:

- A government-issued valid driver's license or identification card containing your photograph and residential address; or
- A current utility bill, bank statement, paycheck, or government-issued document, such as a check, containing your name and residential address; or
- If you do not have the above, then you must: (a) Sign an oath or affirmation under penalty of perjury stating you cannot provide the above forms of ID because a street address has not been assigned to your residence or because your residence is so rural or remote as to make the other forms of ID impracticable; (b) Present a government-issued valid driver's license or photo identification card; and (c) Provide alternative proof of your residential address, as authorized by the Nevada Secretary of State.

Residency Requirements and Elector Status Residency Requirements:

A qualification for all offices other than federal is that candidates must have, as opposed to constructively, resided in the district to which the office pertains for at least the 30 days immediately before the close of candidate filing (NRS 293.1755(1)). For the meaning of the term "actual residence," see NRS 281.050. Some offices have additional residency requirements. Check the qualifications for each office for more information.

Elector Status: A candidate must be a qualified elector according to Nevada law.

(Nevada Const. Art. 2, §1 and Art. 15, §3(1); NRS 281.040, 293.055 and 293.177(2)).

Name Requirements: Candidates' names will appear in surname alphabetical order by office on the ballot. Partisan offices will have an indication of each candidate's party or "no political party" (NPP), as applicable. All nonpartisan offices will have NP (nonpartisan) after the name of each candidate (NRS 293.256, 293.2565, 293.263, 293.265, and 293.267).

Names must meet legal requirements for the use of given names, surnames and nicknames:

- Professional/Occupational References: Titles, designations or other references indicating a candidate's profession or occupation are not allowed (NRS 293.256);
- Given Names and Surnames: Candidates' names may be their given name and surname, or a contraction or familiar form of their given name followed by their surname (NRS 293.2565(1));
- Nicknames: Candidates' names may include a nickname of 10 letters or less on the ballot, the nickname will appear in quotation marks immediately before the surname. Nicknames must NOT: (a) Indicate any political, economic, social or religious view or affiliation; (b) Be the name of any living or dead person with a known statewide, nationwide or worldwide reputation; (c) Deceive a voter in any way regarding the candidate or his or her principles (NRS 293.2565(1)).
- Candidates with the Same Given Name and Surname:
 - o If none of the candidates is an incumbent, the middle names or initials, if any, of the candidates must be included (NRS 293.2565(2)(a));
 - o If one of the candidates is an incumbent, the incumbent's name must be listed first and the word "Incumbent" must appear next to it (NRS 293.2565(2)(b)).

Filing with the Clerk's office:

The Filing Officer Will Verify:

- Your voter registration data
- Identification, and
- Eligibility, e.g., age residency information, etc.

Candidates Must Complete and Sign (Required):

- A "Declaration of Candidacy" prepared by the filing officer, based on information you provide.
- An "Acknowledgment of Receipt" of campaign reporting forms

Candidates May Complete and Sign (Optional):

- A "Candidate Public Information Sheet" for the media and general public, containing:
 - o The office for which the candidate is running;

- o The candidate's party;
 - o The candidate's name; and
 - o The candidate's contact information: public address; phone and fax numbers; e-mail address; and website address.
 - o Judicial incumbents may use their work address as their public address (and mailing address) but may not list their work email address.
- The "Code of Fair Campaign Practices".

The Douglas County Clerk's office will retain the original forms.

After Filing

Campaign Contributions and Expense Reports and Judicial Statements of Financial Disclosure:

All candidates for judicial offices and all elected judicial officials must file "**Campaign Contributions and Expenses Reports**," including the annual report. C & Es must be filed electronically with certain limited exceptions, with the Secretary of State at <https://nvsos.gov/sos.elections/candidate-information/campaign-finance-reporting-requirements>.

All candidates for judicial offices and all elected judicial officials must file a "**Judicial Statement of Financial Disclosure**" that will be publicly available. The Judicial Statement of Financial Disclosure must be filed with the Administrative Office of the Courts, at the address printed on the form. Find more information at <https://nvcourts.gov/AOC/Administration/HumanResources/FinancialDisclosures/>.

Candidate Resources: As it becomes available, the following information can be found at <https://nvsos.gov/sos/elections/candidate-information>.

- Judicial Election Calendar
- Filing information for Judicial Candidates
- Campaign finance reporting requirements
- Campaign guides
- Recount and contest guide
- Campaign Contributions and Expenses Reports, and non-judicial Statements of Financial Disclosure filed in prior years (2004 to present)

Campaign Laws Legal Authority: Chapter 294A of the Nevada Revised Statutes (NRS) addresses campaign practices. NRS Title 1, Chapter 1, covers state judicial department. Canons 3 and 4 of the Code of Judicial Conduct contain special election-related provisions for judicial candidates. NRS 281A covers ethics in government. NRS Chapter 281 has general provisions for public officers and employees. The Nevada Administrative Code (NAC) contains corresponding regulations for applicable NRS statutes. Various other laws

and regulations also apply to campaign practices, ethics, and elected officials. The Douglas County Clerk does not give any legal advice or opinions.

Campaign Violations

Canons 3 and 4 of the Nevada Code of Judicial Conduct

Canon 3 of the Nevada Code of Judicial Conduct: Canon 3 directs that a judge shall conduct his or her extra-judicial activities so as to minimize the risk of conflict with judicial obligations.

Canon 4 of the Nevada Code of Judicial Conduct: Canon 4 directs that a judge or judicial candidate shall refrain from inappropriate political activities.

Information on the Internet:

Nevada Code of Judicial Conduct: https://www.leg.state.nv.us/CourtRules/SCR_CJC.html

Commission on Judicial Discipline

Complaints by ANY PERSON of Misconduct by JUDICIAL OFFICIALS/CANDIDATES or of Disability of Judges: Any person who alleges judicial misconduct in office, violations of the Code of Judicial Conduct, disability of a judge, or misconduct by a judicial candidate may file a "Verified Statement of Complaint" with the Commission on Judicial Discipline. The complaint form and past decisions are available at: <https://judicial.nv.gov/Discipline/Commission Home>.

Scope of Authority:

- "The Commission has the authority to handle a wide range of complaints against judges including, but not limited to: violations of the Model Code of Judicial Conduct; failure to perform the duties of office; and mental or physical disability that is likely to be permanent in nature, which prevents the proper performance of judicial duties" (<https://judicial.nv.gov/Discipline/Types%20Complaints>).
- The Commission may impose various forms of discipline, such as removal, censure, suspension, probation, fines, etc., pursuant to Article 6, Section 21(5) of the Nevada Constitution and NRS 1.4677. (<https://judicial.nv.gov/Discipline/Commission%20Powers>)

Standing Committee on Judicial Ethics

Complaints by a JUDICIAL CANDIDATE of Ethics Violations by Another JUDICIAL OFFICIAL/CANDIDATE: A candidate who alleges an ethics violation by a currently elected judicial official or a candidate for judicial office may request an advisory opinion from the Standing Committee on Judicial Ethics. Past advisory opinions are at <https://judicial.nv.gov/Standing/Opinions/New Opinions>.

Scope of Authority (<https://judicial.nv.gov/Standing/Purpose>):

- "The Standing Committee on Judicial Ethics was created to provide judges and aspirants to judicial office advisory opinions regarding ethical matters that may arise in the ordinary course of judicial service, or in the elective or appointment process."
- "The Standing Committee also assists the Nevada Supreme Court by studying and recommending additions to, amendments to, or repeal of provisions of the Revised Nevada Code of Judicial Conduct or other laws governing the conduct of judges and judicial candidates."

Campaign Practices- Secretary of State

Complaints by ANY PERSON of Violations of NRS Chapter 294A ("Campaign Practices") by ANY CANDIDATE:

Any person may give written, signed notification to the Secretary of State detailing any violation of NRS Chapter 294A, in accordance with NRS 294A.410(2).

Scope of Authority (NRS 294A.380-420):

The Secretary of State may investigate reported violations of NRS Chapter 294A and institute court proceedings or refer the matter to the Attorney General for investigation and initiation of court proceedings. See NRS 294A.380-420 for details about enforcement, institution of court proceedings, and civil penalties.

Required and Prohibited Practices by Any Candidate Under NRS Chapter 294A and 293: NRS 294A .290 through 294A.343 specify prohibitions, such as:

- NRS 294A.330 - Use of the term "reelect" in campaign.
- NRS 294A.340- Creating the implication that candidate is incumbent.
 - o Also see AGO 98-19 of June 18, 1998 - Use of words that remove the implication of incumbency.
 - o Also see NAC 294A.130- Creating the implication of non-incumbency in office
- NRS 294A.341 to 294A.343 - Persuasive poll concerning candidate must identify person or entity requesting or paying for poll, enforcement, reporting alleged violations, court proceedings, penalties.

Other Violations:

Contact the Secretary of State for other alleged violations of campaign practices not under the jurisdiction of a specific agency.

Ethics- Nevada Commission on Ethics

Complaints by ANY PERSON of Violations of NRS Chapter 281A ("Ethics in Government") by a CURRENT OR FORMER PUBLIC OFFICER:

Any person may file a request for an opinion by the Commission on Ethics regarding an alleged violation of NRS Chapter 281A by a current or former public officer (NRS 281A.280). A two-year statute of limitations applies. See NRS 281A.160 for a detailed definition of the term "public officer" (elected or appointed).

Scope of Authority (NRS 281A.280, 281A.480):

Upon receiving a request for an opinion, or on its own motion, the Commission on Ethics may investigate and take appropriate action regarding an alleged violation of NRS Chapter 281A by a current or former public officer. This includes imposing penalties pursuant to NRS 281A.480.

Electioneering

Restrictions: NRS 293.361 and 293.740 govern electioneering.

- If the voting site is located on public property, electioneering is not allowed in or within 100 feet of the voting area. The County Clerk will post "Distance Marker" signs at the 100-foot limit to distinguish the boundaries. (NRS 293.361 and NRS 293.740)
- The rights of a private owner/lessor are not impaired, except to the extent necessary to conduct voting.

Definition: NRS 293.740 defines electioneering as campaigning for or against a candidate, ballot question or political party by

- **Posting signs**
- **Distributing literature**
- **Using loudspeakers**
- **Buying, selling, wearing or displaying any badge, button or other insignia, which is designed or tends to aid or promote the success or defeat of any political party or candidate or ballot question**
- **Soliciting signatures to any kind of petition**

Campaign Mail

Pursuant to NRS 293.562, any nongovernmental entity that sends a notice to a person indicating that the person is not or may not be registered to vote, or requesting that the person register to vote, must clearly indicate that it is not official election mail from the Secretary of State or the Douglas County Clerk.

Registering Voters

Obtaining Applications: The Douglas County Clerk's office will provide up to 50 Voter Registration applications for free. If you request more than 50 Applications, you must complete a distribution plan detailing how you intend to distribute the Voter Registration Application forms and submit it to the Secretary of State's office. (NRS 293.509)

Guidelines: Follow the guidelines below to properly conduct your activities:

- Make an application available to everyone, regardless of their political party affiliation (NRS 293.505(8)(b), 293.5235(14)).
- You may help a voter complete an Application if you provide your mailing address and signature in section 15 of the Application (NRS 293.5235(15)), and you:
 - Do not solicit a vote for or against a question or candidate (NRS 293.505(10)(a)); *and*
 - Do not speak to a voter about marking his or her ballot for or against a question or candidate. (NRS 293.505(10)(b)); *and*
 - Do not distribute any petition or other material concerning a candidate or question which will be on the next election's ballot (NRS 293.505(10)(c)).
- If you help a voter complete an application and if you also keep the Application to turn-in, you must enter your name on the receipt that the voter retains (NRS 293.505(13)(a)).
- You should strongly encourage applicants to personally return their applications to the Douglas County Clerk's office, either in person or by mail. If you choose to collect and submit Applications yourself, return them in to the Douglas County Clerk's office within 10 days. All Applications must be submitted by the registration deadline (January 9th, 2024, for the Presidential Preference Primary, May 14, 2024, for the Primary Election and October 8, 2024, for the General Election).

- You may not alter, deface or destroy a completed application that an applicant has signed, except to make changes at the voter's request (NRS 293.505(13)(b), 293.5235(15)).

You may not falsify or cause an application to be falsified and you may not give money or other compensation to another for a falsified Application (NRS 293.800).

- You may not provide compensation for registering voters that is based upon the total number of voters a person registers or the total number of voters a person registers in a particular political party (NRS 293.805).
- You may not represent yourself to be a Field Registrar or try to exercise the duties of a Field Registrar when you are not a Field Registrar (NRS 293.505(9)).
- A field registrar is appointed to serve at the pleasure of the County Clerk and performs duties as directed by the Clerk.
- Using or threatening to use any force, intimidation, coercion, violence, restraint, or undue influence in connection with voter registration is a category E felony (NRS. 293.710).

Document Filing Schedule

Campaign Contributions and Expenses Reports: See the Secretary of State's website for information about Campaign Contributions and Expenses Reports, including instructions and due dates: <https://nvsos.gov/sos/elections/candidate-information>

Statements of Financial Disclosure: See the Secretary of State's website for information about Statements of Financial Disclosure, including instructions and due dates: <https://nvsos.gov/sos/elections/candidate-information>

Nevada Acknowledgment of Ethical Standards for Public Officials: See the Nevada Commission on Ethics website for forms, instructions and due dates: <https://ethics.nv.gov>. All elected officials, once per term of office, must file a "Nevada Acknowledgment of Ethical Standards for Public Officials".

USE OF NICKNAMES, GIVEN NAMES, SURNAMES and TITLES

NRS 293.2565 Use of given names, surnames and nicknames on ballot; use of additional criteria to distinguish between candidates having same given names and surnames.

1. Except as otherwise provided in subsection 2, in any election regulated by this chapter, the name of a candidate printed on a ballot may be the given name and surname of the candidate or a contraction or familiar form of his or her given name followed by his or her surname. A nickname of not more than 10 letters may be incorporated into the name of a candidate. The nickname must be in quotation marks and appear immediately before the surname of the candidate. A nickname must not indicate any political, economic, social or religious view or affiliation and must not be the name of any person, living or dead, whose reputation is known on a statewide, nationwide or worldwide basis, or in any other manner deceive a voter regarding the person or principles for which he or she is voting.

2. In any election regulated by this chapter, if two or more candidates have the same given name and surname and:

(a) None of the candidates is an incumbent, the middle names or middle initials, if any, of the candidates must be included in the names of the candidates; or

(b) One of the candidates is an incumbent, the name of the incumbent must be listed first and the word "Incumbent" must appear next to the name of the candidate who is the incumbent. (Added to NRS by [2003, 1714](#); A [2011, 2086](#))

NRS 293.256 Names of candidates on ballots not to include title, designation of profession or occupation.

In any election regulated by this chapter, the names of candidates as printed on the ballot shall not include any title, designation or other reference which will indicate the profession or occupation of such candidates. (Added to NRS by 1969, 20; A 1995, 2624)



Judicial candidates for office are subject to the **Nevada Code of Judicial Conduct**.

Rules surrounding **Financial Disclosure Statements** are not managed by the Office of the Secretary of State. For more information please visit the:

Administrative Office of the Courts
201 South Carson Street, Suite 250
Carson City, NV 89701-4702
(775) 684-1700

<https://nvcourts.gov/AOC/>

https://www.leg.state.nv.us/Division/Legal/LawLibrary/CourtRules/SCR_CJC.html

[https://nvcourts.gov/AOC/Administration/Human Resources/Financial Disclosures/](https://nvcourts.gov/AOC/Administration/Human_Resources/Financial_Disclosures/)

The Office of the Secretary of State administers the **SB79 Request for Confidentiality Form**. Please see attached for more information about this program.





OFFICE OF SECRETARY OF STATE FRANCISCO V. AGUILAR

**HOW TO CREATE AN ACCOUNT IN AURORA
& HOW TO FILE**

**Financial Disclosure Statements (FDS) &
Contributions and Expenses (C&E) Reports**

- STEP 1:** Access the Secretary of State's website at: www.nvsos.gov
- STEP 2:** Select the Campaign Finance blue button (left side of screen)
- STEP 3:** You will be directed to the "AURORA Campaign Finance Disclosure" page

IF YOU ALREADY HAVE AN ACCOUNT: Login to file reports. How to file a FDS and C&E report instructions on page 2 and 3.

IF YOU NEED TO CREATE A NEW ACCOUNT: Follow instructions below.

FIRST SCREEN: Enter your email, password, re-type password, click the box to agree with the Terms and Conditions, click on the square, "I'm not a robot" and select the appropriate pictures, click "Save and Go to the Next Step" button.

SECOND SCREEN: Save your contact information. Mandatory fields have a red star. First Name, Last Name, Address, Zip Code, City, State, County (for NV only), and Email. Click "Save and Go to Next Step" button.

THIRD SCREEN: Create two Security Questions, and then click "Save My Answers".

FOURTH SCREEN: Select an Association Type. Click the drop down to select "Candidate or Appointee" if you are a Candidate or Appointee OR "Committee" if you are a PAC. Type candidate's/group's name in the mandatory Name field.

If you are a new Candidate or Group, your name will not be within the drop down list! Please click the blue link to the right, "Other candidate/committee not in list". Fill out below Contact Information, click Save. A pop up comes up stating to Confirm Request with two buttons: "Yes, assign me to this candidate/group now" (blue button) OR "Cancel" (red button). If you click the Yes button, another page emerges asking you to agree with these terms and conditions, see FIFTH and SIXTH SCREEN instructions below.

If the name of the Candidate or Group in which you would like to associate with appears: click Save. A Confirm Request pops up. Click either button: "Yes, assign me to this candidate/group now" (blue button) OR "Cancel" (red button). If you click the Yes button, a Request Submitted pops up stating an email has been sent requesting verification that you are authorized to file reports on behalf of this candidate/group. You will receive an email once the verification is complete. Click OK.

FIFTH SCREEN: Click the “I agree to these terms and conditions” square, and then click on the “Create My New Account” blue button.

SIXTH SCREEN: Sign Up Complete! page stating your new Nevada Secretary of State Aurora web account has been created. You will receive an email “Your Nevada Secretary of State Account Activation Link”. Click on this link to activate your newly created account.

HOW TO FILE A FINANCIAL DISCLOSURE STATEMENT (FDS)

- To begin filing a FDS, login and select the button “File New Report” and then select “Financial Disclosure Statement and click the "Proceed" button.
- Select the appropriate report to file AND scroll down on the page to enter in filer information, click Save.
- You will be required to fill in the boxes for “Length of Residence in NV” and “Length of Residence in District Where Registered to Vote.”
- If you are filing an amended report, please select as appropriate on this page.
- Select Save & Proceed.
- Begin entering your financial disclosure information as required in sections 1 through 7.
- Select Add New Record; and fill out required information, then click Save.
- If you have nothing to disclose in a particular section, be sure to select that you have nothing to declare.
- You should refer to NRS Chapter 281 should you have any questions as to what financial information you are required to disclose.
- On the summary page, you may select “Printer Friendly Report” to review your statement prior to submission.
- When you are ready to submit your FDS you will need to select “Submit Report” on the summary page.
- When you are ready to submit, select “Submit this Report Now.”
- You will then be required to Declare Under Penalty of Perjury OR Under an Oath to God that the statement you are submitting is true and correct and you will also be required to agree to the Terms & Conditions and type in your name before you "Submit This Report Now".
- If you would like your Aurora contact information updated using the information you used for this report, click the box next to the green Submit button.
- Once filed, you will receive a confirmation e-mail and your submitted report may be viewed on the “My Saved Filings” page.
- If you have mistakenly entered incorrect information, there is no way to edit a FDS report once it has been filed. You may complete an Amended report with the correct information.
- If you receive notice of a civil penalty with your e-mail confirmation, please contact the Elections Division at 775-684-5705 or nvelect@sos.nv.gov to resolve.

HOW TO FILE A CONTRIBUTIONS & EXPENSES (C&E) REPORT

- To begin filing a C&E, login and select the button “File New Report” and then select “Contributions & Expenses Report and click the "Proceed" button.
- Select the appropriate report to file AND scroll down on the page to enter in any filer information.
- Select Save & Proceed.
- You will enter contributions and/or expenses one at a time. When you have finished entering the necessary information for an entry, select “Save and Add Another” to continue to your next entry. Or you can click the blue link under "Contributions Summary" and "Expenses Summary." This area shows all summarizations and you can type in the totals.
- You can also do a Bulk Upload. This feature allows users to track their contributions and expenses in their own local information system or spreadsheet to be electronically transferred to the Nevada Secretary of State’s system all at once without having to double enter this data. The only requirement in using this upload feature is that the user has a valid Aurora filing login account and your uploaded files conform to the file specifications and data format. Please see our website: www.nvsos.gov, and search "Bulk Upload" for further instructions.
- You may enter contributions and expenses at any time and save your entries as a draft by selecting “Exit” at the bottom of the summary page. You will be able to access your draft report on the “My Saved Filings” page. Remember this report is saved as a draft and that you need to go in and submit this report on or before the report due date.
- Make sure to fill in the "Ending Fund Balance", if you have questions, click on the "help square".
- On the summary page, select “Printer Friendly Report” to review your report prior to submission.
- When you are ready to submit, select “Submit this Report Now.”
- You will then be required to Declare Under Penalty of Perjury OR Under an Oath to God that the statement you are submitting is true and correct and also be required to agree to Terms & Conditions and type in your name before you may Submit This Report Now.
- If you would like your Aurora contact information updated using the information you used for this report, click the box next to the green Submit button.
- Once filed, you will receive a confirmation e-mail and your submitted report may be available on the “My Saved Filings” page.
- If you have mistakenly entered incorrect information, there is no way to edit a C&E report once it has been filed. You may complete an Amended report with the correct information.
- If you receive notice of a civil penalty with your e-mail confirmation, please contact the Elections Division at 775-684-5705 or nvelect@sos.nv.gov to resolve.

2024 Candidate Filing Instructions for Candidate Financial Disclosure Statement (FDS) & Contributions and Expenses (C&E) Reports

FOR NEW CANDIDATES:

Please see instructions: "How to Create an Account in Aurora and How to File", within your candidate filing papers.

FOR EXISTING CANDIDATES:

Please see instructions: "How to Create an Account in Aurora and How to File", within your candidate filing papers. You may have to Create an Account in order to Associate with your old account to update your candidate information for filing reports.

As a candidate, you are required to file all four (4) Contributions and Expenses (C&E) reports as required by NRS Chapter 294A.350, even if:

- (a) Withdraws his or her candidacy;
- (b) Ends his or her campaign without withdrawing his or her candidacy;
- (c) Receives no contributions;
- (d) Has no campaign expenses;
- (e) Is not opposed in the election by another candidate;
- (f) Is defeated in the primary election;
- (g) Is removed from the ballot by court order; or
- (h) Is the subject of a petition to recall and the special election is not held.

2024 FDS & C&E FILING DUE DATES

DUE DATE	REPORT
March 20, 2024	Candidate FDS (for the period of January 1, 2023 to March 13, 2024) This report needs to be filed for candidates seeking public office who are entitled to receive more than \$6,000 or more annually.
April 15, 2024	C&E #1 Report (for the period of January 1 to March 31, 2024)
July 15, 2024	C&E #2 Report (for the period of April 1 to June 30, 2024)
October 15, 2024	C&E #3 Report (for the period of July 1 to September 30, 2024)
January 15, 2025	C&E #4 Report (for the period of October 1 to December 31, 2024)

Questions? Contact the Elections Division at: (775) 684-5705 or: nvelect@sos.nv.gov.



OFFICE OF THE DISTRICT ATTORNEY DOUGLAS COUNTY

Mark B. Jackson
District Attorney

TO: Douglas County Political Candidates

FROM: Mark B. Jackson, District Attorney

DATE: October 30, 2023

RE: Campaign Signs ~ 2024 election year

The purpose of this memorandum is to provide a brief synopsis of some pertinent laws related to the content, placement, timing and removal of political/campaign signs. Candidates for public office should familiarize themselves with all state laws and county ordinances related to campaign signs. Douglas County Code (DCC) Chapter 20.696 contains the requirements for political (hereafter “campaign”) signs. Please note the different rules for placement of campaign signs depends on whether the private property is adjacent to a state highway.

Content of Campaign Signs, Brochures, Statements & Publications

- A candidate shall not use the term “reelect” in any material, statement or publication (e.g., campaign signs) unless the candidate was elected at the most recent election to fill that same office and is serving and has served continuously in that office from the beginning of the term to which the candidate was elected. NRS 294A.330.
- A candidate shall not imply that he/she is the incumbent in office in any material, statement or publication supporting the candidate unless the candidate is qualified to use the term “reelect” or the candidate was appointed to the identical office after the most recent election to fill that office and is serving and has served continuously in that office since the date of appointment. NRS 294A.340.
- The Attorney General’s Office recommends that candidates who are not incumbents to the identical office should use the words “elect” or “for” in campaign materials so as to avoid the implication that the candidate is an incumbent. Two proper examples are “**E**lect Jane Doe, District Judge” and “Jane Doe **f**or District Judge.” *Nevada Attorney General Opinion 98-19* (June 18, 1998).

Placement of Campaign Signs on Private Property NOT Adjacent to a State Highway

- A permit from Douglas County is not required to post campaign signs or signs designed for the purpose of advertising support for, or against, any candidate for political office or proposition. DCC 20.696.100(J).
- Although there is a deadline when political signs must be removed (see below), there is no restriction on when campaign signs may begin to be posted on private property that is not adjacent to a state highway.

Placement of Campaign Signs on Private Property Adjacent to a State Highway

- Campaign signs concerning a candidate, party or question for the primary or ensuing general election may not be erected on private property that is adjacent to a state highway more than 60 days before a primary election if the sign concerns a candidate, party or question for that primary or the ensuing general election. NRS 410.400(4)(a).
- Campaign signs adjacent to and within 660 feet of any Nevada Highway System highway must meet federal spacing, size, zoning and lighting requirements. A permit may be required from NDOT and the sign must comply with NDOT regulations.
- It is unlawful to place, erect or attach a campaign sign within any right-of-way of any state highway or road which is owned or controlled by the Department of Transportation, including fencing along the right-of-way. NRS 405.030(1)(a) and NAC 410.440(3).
- Attached are maps showing the NDOT rights-of-way within Douglas County. The main NDOT state owned or controlled routes are highways 50 and 395, as well as state routes 28, 88, 206, 207, 208, 756, 757, 759, and 760.
- It is unlawful to place, erect or attach a campaign sign within 20 feet of the main-traveled way of any unimproved highway. NRS 405.030(1)(b).
- It is unlawful to place, erect or attach a campaign sign on the property of another within the view of any such highway unless the candidate first obtains the property owner's written consent. NRS 405.030(1)(c).

Other Rules Regarding Placement of Campaign Signs

- It is unlawful to place or attach a campaign sign on a public utility pole. NRS 704.638.
- Campaign signs must not be attached or placed adjacent to any traffic signal post, traffic signal, historical marker or any other official traffic control device. DCC 20.696.200(B).
- Campaign signs cannot be placed, erected or attached so as to obstruct clear vision of an intersecting roadway or otherwise situated as to constitute a hazard upon or prevent the safe use of the roadway. NRS 405.110(1)(d); DCC 20.696.200(G) and 20.696.230.
- Campaign signs must not distract drivers and cannot resemble official traffic signs. DCC 20.696.200(A).
- Campaign signs must not be attached or placed on trees or shrubs. DCC 20.696.200(C).
- Campaign signs are prohibited on public or private property without the permission of the owner. DCC 20.696.200(D). Public property often includes sidewalks and some minimum clearance distance on either side of a street or road.
- Campaign signs are prohibited within any stream, drainage facility or channel. DCC 20.696.200(O).
- Political banners, pennants or pinwheels are prohibited, unless a temporary use permit is obtained from Douglas County. DCC 20.696.200(K) and DCC 20.620.050(G).

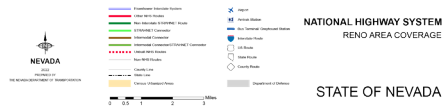
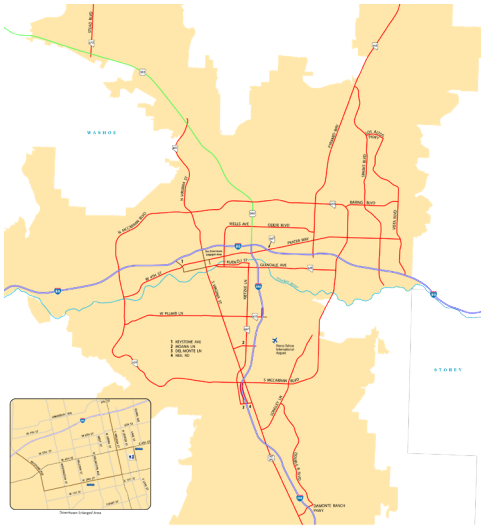
Removal of Campaign Signs

- While state law (NRS 410.400(4)(b)) requires that campaign signs must be removed within 30 days after the election, Douglas County places a shorter time period on candidates for the removal of campaign signs. Douglas County Code 20.696.250(A) requires candidates to remove all campaign signs within seven days after any election; provided, however, that any candidate successful in any primary election, and who is opposed in the general election, must remove the campaign signs within seven days after the general election.
- The candidate whose name appears on the campaign sign is presumed to be responsible for the removal of the sign. DCC 20.696.250(B).

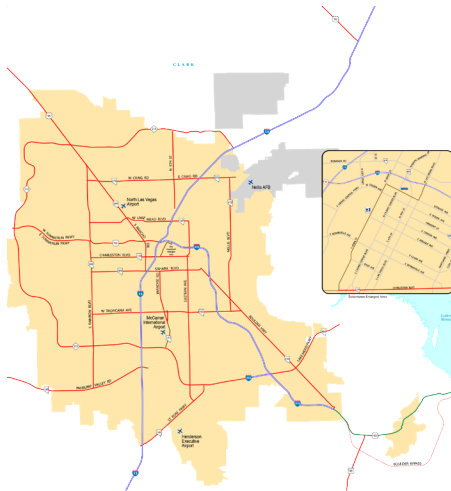
Campaign signs placed, erected or attached in violation of state law are a public nuisance and may be removed forthwith by NDOT employees or Douglas County Code Enforcement.

For further information, or if you have questions on NDOT requirements, please call NDOT's Right-of-Way Division at (775)-888-7480.

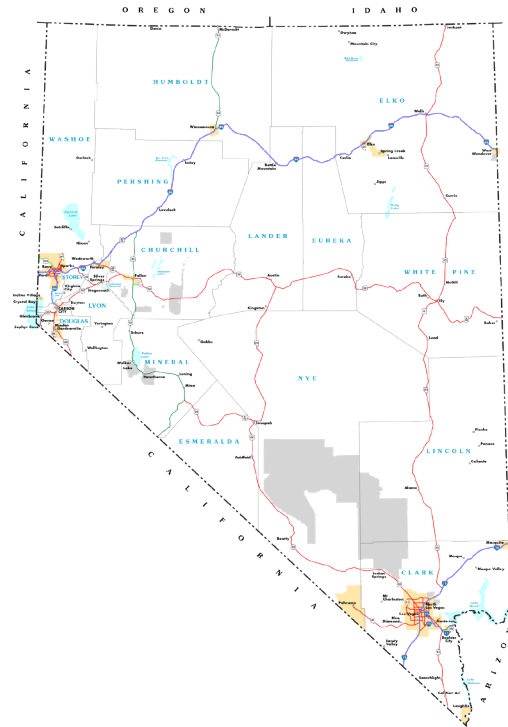
National Highway System (NHS) Routes in the Reno-Sparks Metropolitan Area



National Highway System (NHS) Routes in the Las Vegas Metropolitan Area



Metropolitan Area



NDOT Phone Numbers

Carson City (775) 888-7000

Elko (775) 777-2700

Ely (775) 289-1700

Las Vegas (702) 385-6500

Reno (775) 834-8300

Tonopah (775) 482-2301

Winnemucca (775) 623-8000

Nevada Department of Transportation

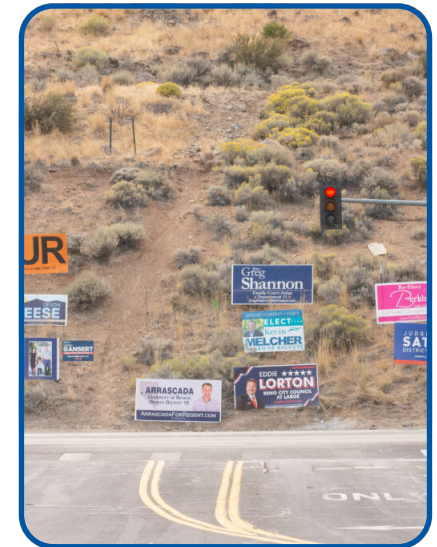


Right-of-Way Division
1263 South Stewart St.
Carson City, NV 89712



Political Signs And Your Highways

*Rules & Regulations Regarding the
Placement of Political Signs Near
Highway Right-of-way*



Tracy Larkin Thomason, P.E.
Director

Nevada Department of Transportation
Right-of-Way Division
1263 South Stewart St.
Carson City, NV 89712
(775) 888-7480

January 2024



Governor
Joe Lombardo

No political sign can be placed within state highway rights-of-way.

As you conduct your campaign for public office, please keep in mind that it is illegal to place signs within the right-of-way of state highways. State highways include not only the well numbered rural routes, but also many county roads and city streets. The provisions of Nevada Revised Statute 405.020, 405.030 and 405.110 and Nevada Administrative Code 410.440, prevent the placement of any advertising signs, including political signs, within state highway right-of-way or roads, which are owned or controlled by the Nevada Department of Transportation (NDOT). In addition, the federal and state "Highway Beautification Acts" limit the placement of any sign on private property if that sign is located within 660 feet of a National Highway System (NHS) route. NHS routes include all freeways, interstates, expressways, most U.S. routes and some state routes including several city streets (see maps).

NDOT has previously published several notices regarding the erection of political signs. This pamphlet is intended to summarize NDOT's enforcement of the laws on political signs and supplements the more detailed regulation. The term "political sign" includes any temporary or portable display or device advertising for or against a candidate for public office or a political party or political point of view.

Rules for state highways:

No signs are permitted in the state highway right-of-way. This includes the right-of-way along freeways, interstates, expressways, highways, and many city streets. NDOT's right of way in urban areas often includes any sidewalks and some clear distance on either side of the street.

NDOT employees will remove signs erected in the highway right-of-way and usually take them to the nearest maintenance station. In most cases, owners of the sign or their representatives can drop by the station to get their signs. NDOT will try to remove the signs so as not to damage them. Removed signs will be retained for 30 days and then disposed of.

If you have a question about the right-of-way for state highways, please call the nearest NDOT district office. In Clark County call the District I Office in Las Vegas at (702) 385-6540, in Tonopah call (775) 482-2300, in northwestern Nevada call the District II Office in Sparks at (775) 834-8300, in Winnemucca call (775) 623-8000, in northeastern Nevada call the District III Office in Elko at (775) 777-2700, and in Ely call (775) 289-1700.

Additional rules for the National Highway System:

Political signs adjacent to and within 660 feet of any NHS highway must meet federal spacing, size, zoning, and lighting requirements and a permit must be obtained from the appropriate NDOT District Office, except as noted below. A non-refundable fee of \$200.00 will be charged for this permit. The following highways are part of the NHS and are under federal and state regulation: IR-11, IR-15, IR-215, IR-515, IR-80, IR-580, U.S. 6, U.S. 50, U.S. 50A, U.S. 03BUS, U.S. 93, U.S. 95, U.S. 95A, U.S. 395, U.S. 395ALT, SR 88, SR 146, SR 147, SR 159, SR 160, SR 163, SR 172, SR 173, SR 225, SR 289, SR 318, SR 360, SR 376, SR 430, SR 439, SR 445, SR 535, SR 564, SR 573, SR 582, SR 589, SR 593, SR 595, SR 599, RM10004, RM11322, SR 612, SR 613, SR 647, SR 648, SR 653, SR 659, SR 667, SR 673, SR 720, William St. (FRCC11), Eastern Ave./Civic Center (FRCL53), Lake Mead Blvd. (FRCL57), E. Jennings Way (FREL17), Vista Blvd. (FRWA08), Del Monte Ln-Neil Rd. (FRWA44)

Damonte Ranch PKWY (FRWA49), Sparks Blvd. (FRWA53), Wells Ave.(FRWA54), Oddie Blvd. (FRWA58), 4th St.(FRWA62), FRWA66, FRWA67, Harry Reid Int'L Airport Connector (SR171), Matley Ln. (FRWA51), Durham Rd. (FRWA50)

Political signs erected on private property that is adjacent to a state highway may be erected no more than 60 days before a primary election and must be removed within 30 days after the primary election. Signs for candidates or questions appearing on the general election ballot do not have to be removed until 30 days after the general election.

A permit is not required for small political signs (4' x 8' or smaller) that are placed on private property near the NHS.

General Rules:

The following rules apply to all signs located near state highway right of way including NHS routes:

Political signs must not distract drivers. The sign cannot resemble official traffic signs.

The sign cannot block view of on-coming traffic.

Apart from state requirements, local governmental agencies can and do have varying criteria regarding placement of political signs on city and county roads. These local restrictions vary greatly among the various entities and must be checked locally.

For further information, or if you have any questions, please call the Nevada Department of Transportation's Right of Way Division.

***In northern Nevada, (775) 888-7480
and in southern Nevada, (702) 385-6540.***



The Office of the Secretary of State will be posting candidate headshot pictures on our Election Night Reporting (ENR) website. If you would like to have your candidate headshot photo posted, it must be in the following specifications and emailed to NVelect@sos.nv.gov with “Attention: Candidate Photographs” as the subject line.

- **General Guidance Regarding Candidate Photographs**
 - There is no statutory or regulatory requirement for the Office of the Secretary of State to accept or use candidate photographs during election night reporting. This service is instead offered as a voluntary and discretionary act of the Secretary of State.
 - Candidate photographs are not required. Candidates who do not submit a photograph will not be contacted.
 - Candidate photographs may be accepted from a candidate, spouse, or member of the candidate’s campaign staff only.
 - Candidate photographs must be submitted digitally. The Office of the Secretary of State is not responsible for the quality of the candidate photograph.
 - Each candidate photograph will be cropped to approximately two (2) inches above the candidate’s head (including hair) to approximately eight (8) inches below their chin.
 - Ideal size of the photograph is 0.78 inches wide by 0.94 inches tall (75 x 90 pixels) or 96 x 96 pixels.

- **Time Periods for Submitting Candidate Photographs**
 - Presidential Preference Primary Election:
 - October 17, 2023 – January 19, 2024
 - Primary Election:
 - March 18, 2024 – May 17, 2024
 - General Election:
 - March 18, 2024 – October 5, 2024
 - Photos of candidates submitted for the Primary Election will be used for the General Election.

- **Reasons to Refuse a Candidate Photograph**
 - As photographs are optional, any submitted photograph may be rejected at the Secretary’s discretion.
 - Photographs may be rejected for the following reasons: nicknames could be rejected under NRS 293.2565; offensive in any way to include include nudity, alcohol, or drug paraphernalia, writing or symbology that may indicate allegiance to any group or organization; contain persons or things in addition to the candidate.

Candidates who chose to not submit a photo will have “No Photo Available” as a result on the Secretary of State’s Silver State, Election Night Reporting website.

For questions or concerns, please contact the Elections Division at (775) 684-5705 or email: nvelect@sos.nv.gov.