



COUNTY OF SACRAMENTO

Voter Registration and Elections

Candidate Statement of Qualifications (CSOQ) Worksheet

(Elections Code §§13307, 13308, 13313)

Name of Candidate

Election Date

District Name

District Number (if applicable)

Email Address (for office use only)

Full Term (4-yr term)

Short Term (2-yr term)

Instructions to Candidates:

- Check your statement carefully before submitting. All content, including spelling, punctuation, and grammar, will be published **exactly as submitted**.
- Statements must be typed using the provided template.
- The **NAME** and **OCCUPATION** fields will be printed exactly as you enter them.
- The **OCCUPATION** field is optional. It may be different from your ballot designation and cannot exceed 50 characters including spaces. If you do not list an occupation, write "N/A" and the field will appear blank.
- Your statement and any required authorization letters must be filed at the same time as your Declaration of Candidacy. Once filed, your statement cannot be changed. (Elections Code §13307(a)(2))

Content

- The Elections Office will do a quick review of your statement at the time of filing to check that it meets content and formatting rules. Any part of a statement that does not meet these requirements may be removed or reformatted by the Elections Office.
- Your statement can only include your own personal background and qualifications. You cannot mention or reference any other candidate, including their qualifications, character, or activities.

Word / Paragraph Count

- Candidates for Superior Court Judge, Elected County Offices, Special Districts, School Districts, and City Offices are limited to **200 words** and **5 paragraphs**.
- Candidates for U.S. Representative, State Senator, and Member of the State Assembly are limited to **250 words** and **6 paragraphs**.
- Candidates for Sacramento County Board of Education are limited to **400 words** and **8 paragraphs**.

Endorsements & Permission

- If your statement includes an endorsement, you must submit a signed and dated letter from the person or organization giving the endorsement at the time you submit your statement. Letters must have a wet (original) signature.
- If you include someone's name in your statement, you must also submit their signed and dated letter giving you permission to use their name.

Public Examination

- Elections Code § 13313 allows for a ten-day public examination period of all candidate statements before publication.
- During this period, any voter within the jurisdiction may seek a writ of mandate or an injunction requiring that any or all of the material in the statement be amended or deleted.

Yes, I want to submit a candidate statement. (Please complete the attached page.)

No, I do not want to submit a candidate statement.

Candidate Statement Acknowledgement

There will be a 24-hour turnaround time for you to acknowledge that the candidate statement that was submitted matches the draft candidate statement. We cannot accept new content or changes to formatting, grammar, or spelling that differ from your original submission. If we don't hear from you by the deadline, we'll proceed with the information provided.

Date

Signature of Candidate

Submission Methods - Sacramento County offers two methods available for candidates to publish their statement in the County Voter Information Guide (CVIG). Only **one** method described below may be selected.

Printed Candidate Statement (*appears in the mailed County Voter Information Guide (CVIG)*)

- Printed inside the CVIG that is mailed to every registered voter in the county

Cost of Printed Statement

Printed Candidate Statement – I will submit the statement described above.

Withdrawal if Unopposed (*optional*) – If I am unopposed for this contest, I wish to withdraw this statement.

Signature: _____

Online-Only Statement (*Nonpartisan offices only*) (*Elections Code § 13307.7*)

- Posted on the myvoterportal.sacounty.gov website
- Will **not** be printed in the CVIG

Cost of Online-Only Statement

Online-Only Statement – I will submit the statement described above.

Withdrawal if Unopposed (*optional*) – If I am unopposed for this contest, I wish to withdraw this statement.

Signature: _____

Office sought: _____

My name is: _____

My occupation is (*50-character limit, including spaces*): _____

My qualifications are:

I have prepared the above candidate statement (pursuant to Elections Code §13307) and I understand that Sacramento County is mandated under the Voting Rights Act to provide materials and information in English, Spanish, Chinese, and Vietnamese. There is no refund in the event of County Voter Information Guide delivery delays for printed statements. This submission form is **NOT** representative of final appearance in print or electronic versions of the County Voter Information Guide.

Amount Paid: _____

1st ✓ / 2nd ✓

Endorsements needed?

Check #: _____

Copy of Check in File

Number of Paragraphs: _____ / _____

Yes No

Receipt #: _____

Copy of Receipt in File

Number of Words: _____ / _____

If yes, are endorsements attached? Yes