

You are Invited to File for Elected Office!

[2013 Offices and Filing Fees](#)

What: Candidate Filing for 2013 Municipal Offices

When: 12:00 p.m. Friday, July 5, 2013-12:00 p.m. Friday, July 19, 2013

Where: Election Services, 35 Woodfin St., Asheville NC 28801

Things to Know:

- You may choose to organize your committee before filing your Notice of Candidacy.
- You must turn in your committee's organizational committee forms and your committee's first Organizational report within 10 days of spending or receiving any money towards the campaign.
- The Notice of Candidacy must be completed at the Election Service's office during the mandated filing period. (See dates/times listed above.)
- If you choose to wait until the filing period to organize your committee, you will have 10 days from the date that you file the Notice of Candidacy to submit your committee forms and Organizational report.

Filing Instructions: 10 Step Process

Step 1: Verify your registration. You must live within the jurisdiction of the office in which you intend to file. For example, if you wish to file for Asheville City Council, you must reside within the municipal boundaries of the City of Asheville. Call 250-4200 if you have questions about your registration or jurisdiction.

Step 2: If you have had a candidate committee in the past, call 250-4218 to determine if the status is currently active, inactive, or closed.

Step 3: New *and* returning candidates must determine if they plan to spend or receive over \$1000 on the campaign during the election cycle. Keep in mind, any personal money a candidate spends counts toward the \$1000 limit. (\$1000 is the threshold for reporting purposes. If you do not plan to spend or receive more than \$1000 during the election cycle, you will complete the "New Candidate Under Threshold" forms and will not be required to report as long as your committee remains under the \$1000 threshold.) Candidates planning to exceed the \$1000 threshold will select the "New Candidate Over Threshold" forms.

- [New Candidate Under Threshold](#)
- [New Candidate Over Threshold](#)

Step 4: Returning candidates may need to complete the forms below to notify Election Services of any changes:

- [Certification to Return to Active Status \(CRO-3300\)](#)
- [Certification of Threshold \(CRO-3600\)](#)
- [Certification of Treasurer \(CRO-3100\)](#)

Step 5: Print out and review the appropriate group of forms based on your threshold selection.

Step 6: Organize your committee and hold a meeting.

- a. Choose a name for your committee.
- b. Appoint a treasurer. (Spouses are prohibited.)
- c. Open a separate bank account to be utilized exclusively by the committee.

Step 7: Contact the State Board of Elections for information on how to complete in-person or online treasurer training. (<http://www.ncsbe.gov/content.aspx?id=19>)

Step 8: Mail your completed committee forms, along with the committee's first Organizational report, or bring them in person, to the address below within 10 days of spending or receiving any money in support of the candidate's candidacy or within 10 days of filing a Notice of Candidacy.

Election Services
Attn: Rachel Rathbone
35 Woodfin St.
Asheville, NC 28801

Step 9: If you choose to wait until the filing period to submit your committee papers, bring them, with your filing fee, in the form of a check or money order made payable to Buncombe County Election Services, to the Election Service's office beginning at 12:00 p.m. Friday, July 5, 2013 thru 12:00 p.m. Friday, July 19, 2013.

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Step 10: Please contact Rachel Rathbone, Election Services, at 250-4218 if you have any questions in regard to candidate filing. We look forward to serving you!