



FILING FOR PUBLIC OFFICE – HOPKINS COUNTY

Candidate Information

The **Hopkins County Elections Office** provides information and resources to assist candidates, officeholders, and campaign treasurers in understanding election filing requirements and important election-related responsibilities.

Candidates are responsible for ensuring all required forms are completed and filed correctly and within the deadlines established by the **Texas Election Code**.

For questions regarding candidate filing requirements, please contact the Hopkins County Elections Office or the appropriate political party chair.



Filing for Public Office

Step No. 1: File Appointment of Campaign Treasurer by a Candidate

Texas Election Code Sec. 252.001
Form CTA

Before accepting political contributions or making campaign expenditures, a candidate must file an **Appointment of Campaign Treasurer by a Candidate** form.

Where to File:

Candidates for County and Precinct Offices

- File with the **Hopkins County Elections Administrator**
(*TEC Sec. 252.005(2)*)

Candidates for Statewide Offices

- File with the **Texas Ethics Commission**
(*TEC Sec. 252.005(1)*)

Judicial Candidates

- Must file:
 - Appointment of Campaign Treasurer by a Judicial Candidate (**Form JCTA**)
 - Judicial Declaration of Intent Regarding Expenditure Limits

Candidates for District Judge

- File with the **Texas Ethics Commission**
(*TEC Sec. 252.005(1)*)

Candidates for County Court at Law

- File with the **Hopkins County Elections Administrator**
(*TEC Sec. 252.005(2)*)



Step No. 2: Code of Fair Campaign Practices (Optional)

Texas Election Code Chapter 258 Form CFCP

Candidates may voluntarily file a **Code of Fair Campaign Practices** to demonstrate their commitment to ethical and fair campaign practices.

Where to File:

County and Precinct Candidates

- Hopkins County Elections Administrator

Statewide Candidates and District Judge Candidates

- Texas Ethics Commission

(TEC Sec. 258.003(a))

Step No. 3: Application for a Place on the Primary Ballot

Texas Election Code Sec. 141.031, 172.021, 172.025

Candidates seeking a place on the primary ballot must submit:

- Application for a Place on the Primary Ballot
 - Required filing fee
- OR**
- Petition in lieu of filing fee

Applications must be submitted to the appropriate political party chair during the designated filing period.



Candidate Forms & Resources

Texas Ethics Commission Forms

Candidates and officeholders can find campaign finance forms, filing requirements, and reporting information through the Texas Ethics Commission.

[Texas Ethics Commission](#)

Resources include:

- Appointment of Campaign Treasurer Forms
- Campaign Finance Reports
- Political Advertising Information
- Personal Financial Statements
- Campaign Finance Guides

Texas Secretary of State – Elections Division

The Texas Secretary of State provides election laws, candidate resources, important dates, and election guidance.

[Texas Secretary of State Elections Division](#)

Resources include:

- Candidate filing information
- Election calendars
- Texas Election Code resources
- Candidate guides
- Election forms



Campaign Finance Reporting

Candidates and officeholders are responsible for filing required campaign finance reports according to Texas law.

Campaign finance reports may include:

- Contributions received
- Political expenditures
- Loans
- Political advertising expenses
- Required disclosures

Campaign finance reports for local candidates are filed with the appropriate filing authority.

Political Advertising Requirements

Candidates and political committees must follow Texas laws regarding political advertising.

Political advertising may require:

- Proper disclosure statements
- Required political disclaimers
- Compliance with Texas Election Code requirements

Candidates should review Texas Ethics Commission and Secretary of State guidance before publishing political advertisements.



Important Candidate Filing Information

Candidates should verify:

- Filing periods
- Required forms
- Filing fees
- Petition requirements
- Campaign finance deadlines
- Political advertising requirements

Failure to properly file required documents may affect a candidate's ability to appear on the ballot.

Hopkins County Political Party Contacts

Hopkins County Democratic Party

County Chair: Adrew Foster

Phone: 903-335-6717

Hopkins County Republican Party

County Chair: Donnie Wisenbaker

Phone: (903) 439-4591



Candidate Filing Assistance

Hopkins County Elections Office

Rachel Pearson
Elections Administrator

Leora Bouyssou
Assistant Elections Administrator

119 College Street
Sulphur Springs, TX 75482

Phone: (903) 438-3036

Website:
[Hopkins County Elections Office](http://hopkinscountyelections.org)

Candidate Checklist

- ☐ File Appointment of Campaign Treasurer
- ☐ File Code of Fair Campaign Practices (Optional)
- ☐ Review Candidate Eligibility Requirements
- ☐ Submit Application for Place on Ballot
- ☐ Pay Filing Fee or Submit Petition in Lieu of Filing Fee
- ☐ Review Campaign Finance Reporting Requirements
- ☐ Review Political Advertising Requirements
- ☐ Maintain Required Campaign Records