



STATE OF WEST VIRGINIA

Candidate's Certificate of Announcement for 2024 Elections

THIS FORM MUST BE COMPLETE TO BE ACCEPTED. READ THE INSTRUCTIONS ON PAGE 2 CAREFULLY.

1. Date of Election: [ ] Primary - May 14, 2024 [ ] General - November 5, 2024 [ ] Unexpired Term

2. Name of Office Sought: \_\_\_\_\_

3. District / County / Circuit / Division: \_\_\_\_\_

(List all applicable for office sought)

4. Candidate's Legal Name: \_\_\_\_\_

(First, middle, and last name)

5. Candidate's Name to appear on Ballot: \_\_\_\_\_

(Limited to 25 characters)

6. I am a Current Resident and Legally Qualified, Registered Voter of the County of: \_\_\_\_\_

6.a. Magisterial District: \_\_\_\_\_

(County Commission and Board of Education candidates)

7. Current Legal Residence Address: \_\_\_\_\_

(Do not enter a P.O. Box)

8. Mailing Address: \_\_\_\_\_

(If different from residence address)

Email Address: \_\_\_\_\_

(For public use)

Campaign Phone: \_\_\_\_\_

(For public use)

Campaign Committee Name: \_\_\_\_\_

(If applicable)

Daytime Phone: \_\_\_\_\_

(For public use)

Campaign Website: \_\_\_\_\_

9. For Partisan Elections only: I am a member of and Affiliated with the \_\_\_\_\_ Political Party. By filling out this space, I hereby certify and attest that I am a member of and affiliated with this political party as evidenced by my current voter's registration, and I have not been registered as a member of another political party within sixty (60) days of this date, pursuant to W. Va. Code §3-5-7(d)(6).

I swear and affirm that I am a candidate for this office in good faith, meet all constitutional and statutory qualifications to seek and hold the office sought, am eligible and qualified to hold this office, and that the information provided on this form is true.

\_\_\_\_\_  
Candidate's Signature (Must be notarized)

\_\_\_\_\_  
Date

[ Notary Public Use Only ]

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public or official authorized to give oaths.



## **Information for Completing Candidate's Certificate of Announcement**

Any eligible person seeking nomination or election to an office or political party position to be filled by election in any primary or general election held within the state shall file a certificate of announcement declaring his or her candidacy for the nomination or election to the office. <sup>1</sup>

### **IMPORTANT REMINDERS**

1. YOUR SIGNATURE MUST BE NOTARIZED.
2. YOU ARE SWEARING TO THE TRUTH OF THE INFORMATION PROVIDED.

### **THIS IS YOUR NOTICE OF THE BALLOT DRAWING**

**Your position on the ballot will be determined by RANDOM DRAWING at 9:00 A.M. FEBRUARY 20, 2024.** Each county clerk will begin a drawing for ballot positions for all offices at this time. You *or* your representative may attend.

### **INSTRUCTIONS**

1. Check the box beside the date of the election on which the candidate seeks to appear on the ballot.
2. Enter the name of the office sought.
3. Enter the district from which the office sought is elected.
  - a. Candidates must enter a district if seeking any of the following offices: U.S. House of Representatives, State Senate, House of Delegates, Conservation District Supervisor, or Greater Huntington Park & Recreation District.
  - b. Candidates must enter a circuit and division number if seeking any of the following judicial offices: Justice of the Supreme Court, Circuit Court Judge, Family Court Judge, and Magistrate.
4. Enter the full legal name of the candidate; this must include first middle, and last name.
5. Enter the exact name the candidate desires to appear on the ballot, subject to the limitations prescribed in W. Va. Code §3-5-13 and WV CSR §153-14. (No more than 25 characters)
6. Enter the County of which the candidate is a resident and legally qualified voter.
  - a. County Commission and Board of Education candidates must enter the magisterial district in which they reside at the time of filing.
7. Enter the house number, street name, city, state, and zip code of the address at which the candidate legally resides at the time of filing. (Do not enter a P.O. Box)
8. Enter the candidate's mailing address, if different than residence address.
9. **For Partisan Elections only:** The name of the candidate's political party, as registered. The candidate must not have been registered as a voter affiliated with any other political party for a period of sixty (60) days before the date of the filing announcement. (Board of Education, Conservation District Supervisor, and judicial candidates should not list political affiliation.)

# Information for Completing Candidate's Certificate of Announcement

## OTHER REMINDERS

1. **Pay the appropriate filing fee to the appropriate office.**
2. **File your certificate of announcement within the filing period.** Filings received or postmarked before Monday, January 8, 2024, will be returned. Filings for all offices must be received by the correct filing officer or postmarked by the U.S. Postal Service no later than midnight on Saturday, January 27, 2024.
3. **Do not file for more than one office.** If you file for more than one office and fail to withdraw from all but one office before the close of the filing period, you will not be placed on the ballot for any office.<sup>1,3</sup>
4. **If you decide to withdraw, you must do so by filing an application by the deadline.** February 13, 2024 is the last day for your withdrawal to be received by the filing officer to remove your name from the primary election ballot.<sup>3</sup>
5. **File your personal financial disclosure form with the West Virginia Ethics Commission within 10 days of filing your certificate of announcement.** You may download this form at [ethics.wv.gov](http://ethics.wv.gov) or request it by calling the Ethics Commission at 304-558-0664. Candidates for federal offices and Delegate to National Convention are not required to file.

**Filing fees and salaries are based on figures available at the time this form was published. They will be updated if figures are changed prior to the start of the filing period.**

### FILING FEES BY OFFICE<sup>2</sup>

President of the United States	\$2,500.00	Attorney General	\$1,353.44
U.S. Senate	\$1,740.00	Magistrate*	\$632.50
U.S. House of Representatives	\$1,740.00	State Senate	\$200.00
Governor	\$1,868.54	House of Delegates	\$100.00
Justice of the Supreme Court	\$1,496.00	Board of Education*	\$25.00
Judge of the Intermediate Court	\$1,425.00	GH Park and Recreation District	\$10.00
Circuit Judge	\$1,386.00	Conservation District Supervisor*	\$10.00
Family Court Judge	\$1,039.50	Surveyor*	\$10.00
Secretary of State	\$1,353.44	County Commission*	1% Annual Salary
State Auditor	\$1,353.44	Prosecuting Attorney*	1% Annual Salary
State Treasurer	\$1,353.44	Sheriff*	1% Annual Salary
Commissioner of Agriculture	\$1,353.44	Assessor*	1% Annual Salary

### SALARY BY OFFICE<sup>6, 26</sup>

President of the United States	\$400,000.00	Attorney General	\$135,344.00
U.S. Senate	\$174,000.00	Magistrate	\$63,250.00
U.S. House of Representatives	\$174,000.00	State Senate	\$20,000.00
Governor	\$186,854.00	House of Delegates	\$20,000.00
Justice of the Supreme Court	\$149,600.00	Board of Education	-----
Judge of the Intermediate Court	\$142,500.00	GH Park and Recreation District	-----
Circuit Judge	\$138,600.00	Conservation District Supervisor	-----
Family Court Judge	\$103,950.00	Surveyor**	-----
Secretary of State	\$135,344.00	County Commission**	-----
State Auditor	\$135,344.00	Prosecuting Attorney**	-----
State Treasurer	\$135,344.00	Sheriff**	-----
Commissioner of Agriculture	\$135,344.00	Assessor**	-----

\*Individuals seeking these offices must file their Certificate of Announcement and filing fee with the county clerk's office and should not file with the Secretary of State. Please contact your county clerk for filing fees and instructions. County clerk phone numbers can be found on page 6. \*\*The salaries and filing fees for these positions are based on county classification.

# Information for Completing Candidate's Certificate of Announcement

## STATUTORY AND CONSTITUTIONAL QUALIFICATIONS BY OFFICE

### **President of the United States<sup>9</sup>**

Term: 4 years – no more than 2 consecutive terms

Minimum Age: 35 years old

Residence: Must be a natural born U.S. citizen *and* resident of U.S for 14 years

### **U.S. Senate<sup>8, 23</sup>**

Term: 6 years

Minimum Age: 30 years old

Residence: Must be a citizen of the U.S. for 9 years *and* resident of West Virginia when elected

### **U.S. House of Representatives<sup>7, 23</sup>**

Term: 2 years

Minimum Age: 25 years old

Residence: Must be a citizen of the U.S. for 7 years *and* a resident of West Virginia when elected

### **Governor<sup>10, 13, 14, 24</sup>**

Term: 4 years – no more than 2 consecutive terms

Minimum Age: 30 years old

Residence: Must be a citizen of West Virginia for 5 years prior to election

### **Secretary of State<sup>13, 24</sup>**

Term: 4 years

Minimum Age: 18 years old

Residence: Must be a citizen of West Virginia

### **State Auditor<sup>13, 24</sup>**

Term: 4 years

Minimum Age: 18 years old

Residence: Must be a citizen of West Virginia

### **State Treasurer<sup>13, 24</sup>**

Term: 4 years

Minimum Age: 18 years old

Residence: Must be a citizen of West Virginia

### **Commissioner of Agriculture<sup>13, 24</sup>**

Term: 4 years

Minimum Age: 18 years old

Residence: Must be a citizen of West Virginia

### **Attorney General<sup>10, 13, 24</sup>**

Term: 4 years

Minimum Age: 25 years

Residence: Must be a citizen of West Virginia for 5 years prior to election

### **State Senate<sup>10, 11, 12, 22, 24</sup>**

Term: 4 years

Minimum Age: 25 years old

Residence: Citizen of West Virginia for 5 years prior to election; Resident within the district or county from which elected for 1 year prior to election. No candidate is eligible to file residing in a county and within the same district already represented by a seated senator.

### **House of Delegates<sup>11, 12, 24</sup>**

Term: 2 years

Minimum Age: 18 years old

Residence: Resident within the district or county from which elected for 1 year prior to election.

### **Justice of the Supreme Court of Appeals<sup>10, 16, 24</sup>**

Term: 12 years

Minimum Age: 30 years old

Residence: Must be a citizen of West Virginia for 5 years prior to election

Requirements: Must be in good standing with the WVSB; and admitted to practice law for at least 10 years prior to election

### **Judge of the Intermediate Court of Appeals<sup>10, 16, 24</sup>**

Term: 10 years

Minimum Age: 30 years old

Residence: Must be a citizen of West Virginia for 5 years prior to election

Requirements: Must be in good standing with the WVSB; and admitted to practice law for at least 10 years prior to election

## Information for Completing Candidate's Certificate of Announcement

### **Circuit Judge**<sup>15, 16, 25</sup>

Term: 8 years

Minimum Age: 30 years old

Residence: Must be a citizen of West Virginia for 5 years – must reside in the circuit served while in office

Requirements: Must be in good standing with the WVSB; and admitted to practice law for at least 5 years prior to election

### **Family Court Judge**<sup>16, 18</sup>

Term: 8 years

Minimum Age: 30 years old

Residence: Must be a citizen of West Virginia for 5 years prior to election – must reside in the circuit served while in office

Requirements: Must be in good standing with the WVSB; and admitted to practice law at least 5 years prior to election

### **Magistrate**<sup>17, 25</sup>

Term: 4 years

Minimum Age: 21 years old by the time of taking office

Residence: Must reside in the county served while in office

Requirements: Must have a high school education or equivalent. No more than one magistrate may be in an immediate family. No past felony conviction or any conviction for moral turpitude.

### **County Commission**<sup>21, 25</sup>

Term: 6 years

Minimum Age: 18 years old

Residence: Must reside in an open magisterial district

### **Prosecuting Attorney**<sup>19, 25</sup>

Term: 4 years

Minimum Age: 18 years old

Residence: Must reside in West Virginia

Requirements: Must be admitted to practice law by the time of filing for office.

### **Sheriff**<sup>19, 20, 25</sup>

Term: 4 years – may only serve 2 consecutive terms

Minimum Age: 18 years old

Residence: Must reside in the county served

### **Assessor**<sup>19, 25</sup>

Term: 4 years

Minimum Age: 18 years old

Residence: Must reside in the county served

### **Surveyor**<sup>19, 25</sup>

Term: 4 years

Minimum Age: 18 years old

Residence: Must reside in the county served

Requirements: No official duties or salary unless the county commission contracts with them for specific work

### **Conservation District Supervisor**<sup>28</sup>

Term: 4 years

Minimum Age: --

Residence: --

Requirements: Must own land in the district served and have education or experience in conservation.

### **Greater Huntington Park and Recreation District**<sup>29</sup>

Term: 6 years

Minimum Age: 18 years old

Residence: Must reside in the district served

### **Board of Education**<sup>27</sup>

Term: 4 years

Minimum Age: 18 years old

Residence: Must reside in an open magisterial district

Requirements: Must have a high school education or equivalent. Training is required prior to taking office.

# Information for Completing Candidate's Certificate of Announcement

## OFFICE OF THE SECRETARY OF STATE

State Capitol Building, 157-K  
 Charleston, WV 25305  
 Website: [www.wvsos.gov](http://www.wvsos.gov)  
 Phone: 304-558-8000  
 Fax: 304-558-8381  
 Toll Free: 866-767-8683  
 Email: [elections@wvsos.gov](mailto:elections@wvsos.gov)

## COUNTY CLERK PHONE NUMBERS

Barbour	304-457-2232	Jefferson	304-728-3386	Pleasants	304-684-3542
Berkley	304-264-1989	Kanawha	304-357-0130	Pocahontas	304-799-4549
Boone	304-369-7330	Lewis	304-269-8215	Preston	304-329-0070
Braxton	304-765-2833	Lincoln	304-824-3336	Putnam	304-586-0202
Brooke	304-737-3661	Logan	304-792-8600	Raleigh	304-252-8681
Cabell	304-526-8625	Marion	304-367-5445	Randolph	304-636-0543
Calhoun	304-354-6725	Marshall	304-845-1220	Ritchie	304-643-2164
Clay	304-587-4259	Mason	304-675-1997	Roan	304-927-2860
Doddridge	304-873-2631	McDowell	304-436-8544	Summers	304-466-7104
Fayette	304-574-4225	Mercer	304-487-8338	Taylor	304-265-1401
Gilmer	304-462-7641	Mineral	304-788-3924	Tucker	304-478-2414
Grant	304-257-4550	Mingo	304-235-0330	Tyler	304-758-2102
Greenbrier	304-647-6602	Monongalia	304-291-7230	Upshur	304-472-1068
Hampshire	304-822-5112	Monroe	681-272-0501	Wayne	304-272-6362
Hancock	304-564-3311	Morgan	304-258-8547	Webster	304-847-2508
Hardy	304-530-0250	Nicholas	304-872-7820	Wetzel	304-455-8224
Harrison	(304) 624-8613	Ohio	304-234-3750	Wirt	304-275-4271
Jackson	304-373-2250	Pendleton	304-358-2505	Wood	304-424-1860
				Wyoming	304-732-8000

## FOOTNOTES

- |                                 |                                    |   |
|---------------------------------|------------------------------------|---|
| 1. W. Va. Code § 3-5-7.         | 11. W. Va. Const. art. VI, § 3.    | 21. W. Va. Const. art. IX, § 10.                |
| 2. W. Va. Code § 3-5-8.         | 12. W. Va. Const. art. VI, § 12.   | 22. W. Va. Code § 1-2-1.                        |
| 3. W. Va. Code § 3-5-11.        | 13. W. Va. Const. art. VII, § 1.   | 23. W. Va. Code § 3-1-15.                       |
| 4. W. Va. Code § 3-5-20.        | 14. W. Va. Const. art. VII, § 4.   | 24. W. Va. Code § 3-1-16.                       |
| 5. W. Va. Code § 3-7-1.         | 15. W. Va. Const. art. VIII, § 5.  | 25. W. Va. Code § 3-1-17.                       |
| 6. W. Va. Code § 6-7-2.         | 16. W. Va. Const. art. VIII, § 7.  | 26. W. Va. Code § 4-2A-2.                       |
| 7. U.S. Const. art. I, § 2.     | 17. W. Va. Const. art. VIII, § 10. | 27. W. Va. Code § 18-5-1b.                      |
| 8. U.S. Const. art. I, § 3.     | 18. W. Va. Const. art. VIII, § 16. | 28. W. Va. Code § 19-21A-7.                     |
| 9. U.S. Const. art. II, § 1.    | 19. W. Va. Const. art. IX, § 1.    | 29. H.D. 3004, 2001 Reg. Sess.<br>(W. Va. 2011) |
| 10. W. Va. Const. art. IV, § 4. | 20. W. Va. Const. art. IX, § 3.    |   |