



**TO: POTENTIAL CANDIDATES**

**Candidates for the following offices shall file with the Jefferson County Clerk's Office, Election Center to attain ballot access:** Circuit Clerk, Commonwealth's Attorney, County Judge Executive, County Clerk, County Attorney, Sheriff, Jailer, Coroner, Property Valuation Administrator, Surveyor, Magistrate/Justice of the Peace, County Commissioner, Constable, Soil and Water Conservation District Supervisor, Mayor, City Legislative Body, and Board of Education.

If you are seeking ballot access for any of the offices above, the required candidate filing forms can be located at [www.sos.ky.gov](http://www.sos.ky.gov). Click on "Elections" and then "Candidate Filing Forms". Follow the instructions for the office you are seeking. You may complete these forms and bring hard copies to our office to file. All forms require a wet signature, with notarization where applicable.

The following are guidelines for candidates filing with the Jefferson County Clerk's Office, Election Center:

1. Complete all applicable blanks on the filing form. The Election Center will make the necessary copies for distribution.
2. If the filing form requires notarization, the candidates and signers must have their signatures acknowledged by a Notary Public and the expiration date of the notary's commission must be stated.
3. All copies of form KREF-001, Statement of Spending Intent and Appointment of Campaign Treasurer should accompany the filing form. Please see the attached instructions from KREF regarding the filing of the KREF-001 form.
4. Checks should be made payable to the Jefferson County Clerk.
5. Candidates may file in person or by mail at the following address:

Jefferson County Clerk's Office  
Election Center  
Attn: Candidate Filings  
1000 E. Liberty Street  
Louisville, KY 40204

Questions relating to campaign finance procedures and requirements should be directed to the Kentucky Registry of Election Finance at (502) 573-2226. In addition, KREF's website, <http://www.kref.ky.gov>, provides for the downloading of required reporting forms and a manual titled "Guide to Campaign Finance".

If our office may be of further assistance to you, please contact one of our election staff below.

Sincerely,

Kristi Gay, Administrator  
Jefferson County Clerk's Office  
Election Center  
[kgay@jeffersoncountyclerk.org](mailto:kgay@jeffersoncountyclerk.org)  
502-574-5886

Ronnie Weedman, Administrator  
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Election Center  
[rweedman@jeffersoncountyclerk.org](mailto:rweedman@jeffersoncountyclerk.org)  
502-574-5889