



**STATE OF CONNECTICUT
STATE ELECTIONS ENFORCEMENT COMMISSION
20 Trinity Street Hartford, Connecticut 06106—1628**



2016 Filing Calendar

**Candidate Committees
Organized for the November 8, 2016 Special Election
For Judge of Probate - 2nd and 45th Districts**

General Statutes § 9-608

IMPORTANT NOTE: Effective January 1, 2012, filings sent by mail are no longer considered timely if postmarked by the filing deadline date – they must actually be received by the Commission’s offices by 5:00 p.m. on the filing deadline date in order to be deemed timely.

Type of Report	Period Covered	Filing Deadline
7th Day Preceding Primary Filing Committees of candidates in special election primary	creation of committee through 07/31/16	08/02/16¹
30 Days Following Primary Filing Committees of candidates in special election primary	08/01/16 through 08/31/16	09/08/16^{1,2}
7th Day Preceding Election Filing Committees of candidates in special election	09/01/16 through 10/30/16 Special election candidate committees of candidates successful in a primary ----- creation of committee through 10/30/16 Special election candidate committees of candidates not in a primary	11/01/16³
Deficit Filing Committees of candidates unsuccessful in special election primary	09/01/16 through 10/31/16	11/07/16⁴
Termination Filing Committees of candidates unsuccessful in special election primary	09/01/16 through 11/07/16	11/14/16⁵
Deficit Filing Special election candidate committees	10/31/16 through 01/31/17	02/07/17⁶
Termination Filing Special election candidate committees	10/31/16 through 03/31/17	04/07/17⁷

Pursuant to Public Act 13-180, candidate committees in a special election are no longer required to file the quarterly statements due in January, April, July, and October.

Which Form to File: Committees may use the “Short Form Campaign Finance Disclosure Statement” (SEEC Form 21) when they have not received funds or made or incurred expenditures in excess of \$1,000 from their inception through the close of the reporting period covered by the statement and have not previously filed an “Itemized Campaign Finance Disclosure Statement” (SEEC Form 20). Otherwise, they must use the SEEC Form 20.

Committees should keep in mind that if they opt to file SEEC Form 21’s, they will still be required to report *all* activity since inception if and when they receive contributions or make expenditures exceeding the \$1,000 threshold. Reaching the threshold triggers the requirement to file an itemized statement (a “long form” SEEC Form 20). In the case of eCRIS users filing their first long form after having filed one or more SEEC Form 21’s, the committee will be required to: (1) amend the SEEC Form 21 covering the period in which the first financial activity of the committee occurred by amending the SEEC 21 to change it to a SEEC Form 20 and reporting that financial activity; (2) amend all subsequent SEEC Form 21’s submitted after that initial SEEC Form 21 to report any activity in those periods and to correct the summary totals, regardless of whether activity occurred in that particular period; and (3) after this “look back” reporting has been completed in eCRIS, submit the itemized statement (SEEC Form 20), covering the period laid out in the above calendar. If the committee is not filing by eCRIS, then its first filed itemized statement (SEEC Form 20), if any, must cover a period that begins with the committee’s date of inception as the start date.

Type of Report: The “Type of Report” corresponds to the financial disclosure reports required by General Statutes § 9-608 (a).

Period Covered: The “Period Covered” means the dates for which the committee must report all of its financial activity. When the starting date of the period covered is the date the committee came into existence, then the period would begin on the date the committee first received funds, the date the committee first made or incurred expenditures, or the date the committee registered (whichever is earliest). The period covered must include the financial activity of the committee beginning the first day not included on the last filed financial disclosure statement and must be complete through 11:59 p.m. of the date of the last day covered. For example, the 7th day preceding the election filing covers all activity ending at 11:59 p.m. on October 30.

Filing Deadline: The “Filing Deadline” is the last date on which the committee treasurer may submit its disclosure filing. In addition, the disclosure filing *may not be submitted or received* on or before the last day in the period covered. For example, the 7th day preceding the election filing may not be submitted on October 30 or earlier, since it must cover the period ending on October 30. The earliest this report may be submitted is October 31. Statements not timely filed will be subject to a mandatory \$100 civil penalty.

When and Where to File: Statements are to be filed with the State Elections Enforcement Commission. Statements are considered timely filed if they are filed electronically via eCRIS before midnight on or before the filing deadline date or if they are **received** by the Commission’s offices after the filing period has begun and by 5:00 p.m. on or before the filing deadline date if delivered by the United States Postal Service, courier service, parcel service or hand delivery. ***NOTE: Effective January 1, 2012, filings sent by mail are no longer considered timely if postmarked by the filing deadline date – they must actually be received by the Commission’s offices by 5:00 p.m. on the filing deadline date in order to be deemed timely. Committees seeking confirmation of receipt should check their committee’s filing status on [eCRIS’s Document/Filing Search](#).**

Footnotes:

1. Only committees of candidates in a primary must file on this date.
2. Any committee of an unsuccessful candidate in the primary that has eliminated any deficit or distributed any surplus may terminate at or before this time by filing a Termination Report in lieu of this report.
3. A candidate committee of an unsuccessful candidate in the primary whose name is not eligible to appear on the special election ballot is not required to file this statement.
4. The committee of a candidate who was not successful in the primary, which still has a deficit as of November 7, 2016 (the 90th day following the August 9, 2016 primary) must file this report, and must thereafter file a Deficit Report on the 7th day of each month in which there was either an increase or decrease of more than \$500 as of the last day of the month preceding the filing measured against the amount of the deficit reported on the last Deficit Report. A Termination Report may be filed in lieu of a Deficit Report if the deficit has been erased and any surplus has been distributed by the last day of the month preceding the filing of a Termination Report.

5. The committee of a candidate who was not successful in the primary and which had a surplus that was not yet reported as distributed must distribute or expend its surplus by October 31, 2016 (the 90th day following the August 9, 2016 primary) and submit a Termination Filing by November 7, 2016.
6. A candidate committee of a candidate on the ballot for the November special election which still has a deficit as of February 7, 2017 must file this report and must thereafter file a Deficit Report on the 7th day of each month in which there was either an increase or decrease of more than \$500 as of the last day of the month preceding the filing measured against the amount of the deficit reported on the last Deficit Report. A Termination Report may be filed in lieu of a Deficit Report if the deficit has been erased and any surplus has been distributed by the last day of the month preceding the filing of a Termination Report.
7. A candidate committee of a candidate on the ballot for the November election must distribute or expend any surplus by March 31, 2017 and submit a Termination Report by April 7, 2017 (unless it has begun filing deficit reports). Keep in mind that any candidate committee which has distributed its surplus before March 31, 2017 must terminate within seven days of such distribution. Accordingly, such committee would have already filed its Termination Report and would not need to file the April 7, 2017 Termination Report.

If you have any questions about filing requirements, or need additional forms, have questions about how to report certain contributions and expenditures, or have questions about other campaign finance laws, please call the State Elections Enforcement Commission at (860) 256-2940 or (866) SEEC-INFO.

PLEASE NOTE: Every effort has been made to ensure that the information contained in this calendar is accurate. If any information in this calendar conflicts with the provisions of the Statutes, the Statutes shall prevail.