KENTUCKY REGISTRY OF ELECTION FINANCE
140 WALNUT STREET
FRANKFORT, KY 40601-3240

FINANCIAL DISCLOSURE REPORT INSTRUCTIONS

The information required must cover the **preceding calendar year** (January 1 through December 31). This period of time is also referred to as the **reporting year.**

WHO MUST FILE

1. Justices and Judges of the Court of Justice and Commonwealth's Attorneys.

2. Persons **appointed to a vacancy** of an unexpired term to any office listed in 1.

3. **Candidates** for any offices listed in 1.

WHEN TO FILE

Persons subject to this Act shall file the required report with the Registry by **March 15th of each year.**

PUBLIC INSPECTION

Reports shall be filed with the Registry thirty (30) days after reports are due. The Registry shall publish a list of persons who have filed and those who have failed to file reports.

GENERAL INSTRUCTIONS

- ✓ Type or print legibly, all responses with blue or black ink. Remember to sign and date the report.
- ✓ Attach extra sheets to the report if necessary.
- ✓ You are **not** required to list names of entities or values of financial interests.
- ✓ Persons who fail to file this report within 30 days after receipt of the Registry's notice of noncompliance, or willfully files fraudulent information, the office/candidacy shall be void. The office or candidacy shall be filled by established guidelines for filling vacancies.

(over)

SECTION BY SECTION INSTRUCTIONS

- Report your **full name** on the form. State the office you are currently holding or seeking. If you are currently holding a judicial or Commonwealth's Attorney office and are seeking a **different** judicial or Commonwealth's Attorney office, indicate the incumbent office. You are required to file only one (1) financial disclosure report.

- Provide your complete mailing address. Include the street, PO Box, city, state and zip code.

- If married, state spouse's full name, including a middle or maiden name. If you were married during the reporting year to someone to whom you are not currently married, write your former spouse's full name and the reporting period during which you were married, on a separate sheet.

- Provide your spouse's complete mailing address.

SECTION I-A List all stocks valued more than $1,000 owned by you, your spouse, and/or your dependent(s). You are not required to list names of entities whose stock is held or the value of the stock. Example: *Description of Stocks;* if you own stock in Toyota, indicate "*Automobile Stock"*, and whether it is for *"self, spouse, or dependent".* **That is all the information required in this section.**

SECTION I-B List all bonds valued more than $1,000 owned by you, your spouse, and/or your dependent(s). You are not required to list names of entities whose bonds are held or the value of the bonds. Example: *Description of Bond;* if you bought a savings bond for a dependent's education, indicate "*Saving Bonds"* and that it is for "*dependent".* If you are involved in a 401K program, indicate "*Qualified Retirement Plan"* and whether it is for "*self and/or spouse".*

SECTION I-C List all real estate and credit interest valued more than $1,000 owned by you, your spouse, and/or your dependents. A detailed address is not required. Example: *Description of Real Estate; "Residential, Rental Property, Farm Land"* and indicate if it is owned by "*self, spouse, or dependent".*

SECTION II List every office, directorship, or employment held by you, your spouse, and/or dependent(s) in any entity regardless of the amount received or equity held, except for activities in political, religious or charitable organizations, if compensation is less than $1,000 per year. Example: LIST WHAT YOU DO – "*Attorney, Judge"* and WHAT YOUR SPOUSE DOES (IF INCOME IS RECEIVED) *"Attorney, Doctor".* If you and/or your spouse are sitting on a board and receive income over $1,000, etc., list those entities on the form.

SECTION III List all entities to whom you furnished compensated services valued more than $1,000 during the period covered by this report. **You are not required to list clients.** Example: *Description of Entity Served: "Clientele", Nature of Services Performed: "Legal".*

REMEMBER TO SIGN AND DATE THE REPORT

Mail the completed report to the address provided on the front of the form,
and retain a copy for your records.