



Deschutes County Voters' Pamphlet Candidate Statement Instructions

1. **The Candidate's Statement shall be typed and attached to a completed and signed Candidate Statement Submission Form. The text of the statement will be printed as submitted.** The County Clerk's Office will not correct errors in spelling, punctuation, grammar or syntax. No corrections to these errors will be allowed by the candidate after the filing deadline. Please **proof** your submission before filing.
2. The combined total word count of the Candidate Statement Submission Form for the **Required Information** (Part One) and **Optional Information** (Part Two) sections shall not exceed 325 words/numbers. This word count **includes the eight words** in the headings of Part One (Occupation, Occupational Background, etc.).
3. Generally, any word found in a dictionary counts as one word. Hyphenated words that are listed in a dictionary as one word and can be used either with or without a hyphen will count as one word. All other hyphenated words will count as more than one word.
4. **Completing and submitting the forms:**
 - a. At a minimum, one candidate signature is required if not submitting optional Part Two.
 - b. When submitting both **Required Information** (Part One) and **Optional Information** (Part Two), the candidate must sign and date both parts of the form.
 - c. The **Required Information** (Part One) and **Optional Information** (Part Two), information must be submitted on a separate piece of paper.
 - d. Print, sign and submit original form(s) with payment to:

Deschutes County Clerk's Office
1300 NW Wall Street, Suite 202
Bend, OR 97703
 - e. Email form(s) in a word processing format (.docx, .doc, .rtf, .txt) to: **Filings@deschutescounty.gov**
5. The use of special formatting, including semicolons, in the **Required Information** (Part One) section is **prohibited**. The Clerk's Office will make the necessary formatting changes to create compliance.
6. The word "None" must be used in any section which does not contain any information. The word "None" shall count as part of the word/number count. If a section is left blank, the word, "None" will be added and will count as part of the word count.
7. All information cited or quoted from previously published material shall include the source and date of publication. (Example: *The Oregonian*, January 2, 2025.)
8. Any endorsement by an individual or an organization shall be accompanied by the County Endorsement Form authorizing the use of their name and/or organization in the text of the statement. **Do Not Use SEL 400.**
9. The Candidate's Statement, photographs and filing fee **shall be filed no later than 5 pm on the filing deadline shown in the table below.**

ELECTION:	March 10, 2026	May 19, 2026	August 25, 2026	November 3, 2026
Deadline for candidates that file candidacy with County Clerk's Office:	January 12, 2026	March 12, 2026	June 29, 2026	August 27, 2026
Deadline for candidates that file candidacy with a City, Department of Agriculture or other:	January 12, 2026	March 23, 2026	June 29, 2026	September 8, 2026

10. The Candidate's Statement will not be returned to the candidate for proofreading.
11. The Candidate's Statement will not be accepted without the filing fee (ORS 251.325):

County and City Offices	
Electoral District's Active Voter Registration	Candidate Fee
Less than 1,000 within the county	\$25
1,000 to 9,999 within the county	\$50
10,000 to 49,999 within the county	\$100
50,000 and over within the county	\$300

Special Districts	
Salaried Position	\$100
Non-Salaried Position	\$25

ORS 251.325 Schedule and procedures for producing and distributing pamphlet; fees; rules.

12. A refund may be requested by the person who paid the filing fee no later than the last day for filing the Candidate's Statement. If a refund is made, the Candidate's Statement will not be printed in the Voters' Pamphlet.
13. If a candidate desires to provide a photograph, the candidate shall provide **two (2) printed identical photographs (black and white)**, not later than 5 pm on the filing deadline. 5" x 7" portrait style photographs are recommended.

Photographs Must:

 - a. Be less than four (4) years old when it is filed;
 - b. Be reproducible to a finished black and white picture which is not smaller than 1.5 inches by 1.75 inches;
 - c. Have a plain background (Note: A grey background reproduces the best); and
 - d. Show the face, neck and shoulders only.

Photographs Must Not:

 - a. Include the hands or anything held in the hands;
 - b. Show the wearing of a judicial robe, hat, or military, police or fraternal uniform; or
 - c. Show the uniform or insignia of any organization.
14. Any cost incurred for retouching the photographs to meet the requirements will be billed to the candidate.
15. Candidate's Statements shall become public record on the 4th business day after the filing deadline (ORS 251.430).
16. The Clerk's Office shall reject any Candidate Statement (ORS 251.415) which:
 - a. Contains any obscene, profane or defamatory language;
 - b. Incites or advocates hatred, abuse or violence toward any person or group; or
 - c. Contains any language which may not legally be circulated through the mail.
17. Voters' pamphlets are prepared county by county. If your name will appear on the ballot in more than one county, and you wish to have your statement and photograph in more than one county's voters' pamphlet, you must contact each individual county for information on the appropriate forms.
18. All candidate statements will be formatted to fit within a single column, one-half page space. If a statement is submitted and found non-compliant in format, the Clerk's Office will make the necessary formatting changes to create compliance.



Deschutes County Voters' Pamphlet Candidate Statement Submission Form

! Important! Read all instructions before completing this form.

1. Filing Information (each field below is required):

Election Date:

☐

Amended Statement

Name of Candidate:

Filing for the Office of:

District/Position:

"This information furnished by" (Name of Candidate or Committee as it should appear in the Voters' Pamphlet):

2. Candidate Checklist:

☐ Typewritten & Signed Candidate Statement Submission Form

Required Information:

☐ Occupation

☐ Occupational Background

☐ Educational Background

☐ Prior Governmental Experience

☐ Word Count (325 words/numbers MAX)

☐ Fee Provided

☐ (If applicable) Endorsement Form(s) attached

☐ (Optional) Optional Information (Part Two)

☐ (Optional) Portrait Photo

For Office Use Only

Word Count (325 Maximum):

Part One Total: _____

Part Two Total: _____

Grand Total: _____

Receipt #: _____

Check #: _____

Amount Paid: _____

Candidate Statement Submission Form for County Voters' Pamphlet

3. Contact Information:

Phone:

Email:

Warning: Any person who supplies information in the Required Information portion of a Voters' Pamphlet statement, knowing it to be false, is subject upon conviction of a Class C felony; to imprisonment for up to five years or to a fine of \$125,000; or both.

ORS 260.715 (1); 260.993; 161.605; and 161.625.

Note: Language which violates any provision of ORS 251.415 will be excluded from the Voters' Pamphlet. By signing this document, I hereby state:

- That all information provided by me on this form and in this 'Candidate Statement' is true to the best of my knowledge;
- That I am the author of this 'Candidate Statement' (ORS 251.415);
- That I have read and understand the instructions for submitting this 'Candidate Statement'; and
- That the portrait, if provided, is less than four (4) years old.

Signature of Candidate

Date Signed

4. Required Information (Part One):

Candidate Name (as it should appear in the pamphlet page header and furnished by statement):

The combined total word count for the **Required Information** (Part One) and **Optional Information** (Part Two) sections shall not exceed 325 words/numbers. This word count includes the eight words in the headings of Part One (Occupation, Occupational Background, etc.). All sections of the Required Information must be completed. If there is not relevant information for a required section, the word "None" should be inserted and is included in the word count.

Occupation (present paid or unpaid employment):

See Attached

Occupational Background (any previous paid or unpaid employment):

See Attached

Educational Background (relevant school(s) attended):

Name of School	Educational Study - Major/Minor	Diploma/Degree/Certificate
See Attached	See Attached	See Attached

Prior Governmental Experience (elected or appointed):

See Attached

5. Optional Information (Part Two):

Attach a separate sheet with your Optional Information. **Remember: both your Required and Optional Information count toward the 325 word limit** (The headings in **Required Information** (Part One) count toward the word limit).

See Attached



Deschutes County Statement of Endorsement Instructions for County Voters' Pamphlet

General Information

- The Deschutes County Voters' Pamphlet Statement of Endorsement form must be received together with a Candidate Statement or Measure Argument in the County Elections office by 5 pm on the pamphlet filing deadline. Postmarks do not count. No changes will be allowed to an Endorsement submittal after the 5 pm deadline. Endorsement forms without signatures or received after the 5 pm deadline will be rejected.
- Electronic Signatures are accepted. E-signatures must represent the signer's true/"wet" signature to be accepted. Digital Signatures (typewritten/fonts, digital certificates, etc.) will not be accepted.
- Endorsements are included in the word count of the Candidate Statement or Measure Argument.

This County Statement of Endorsement Form must be filed with the statement or argument it relates to by the voters' pamphlet filing deadline.

Attention: If the County Endorsement Form is not received, the person or organization whose name is mentioned will be edited from the candidate statement or measure argument.

If the information contained in the Section 3 of the County Statement of Endorsement Form does not match what is printed in the candidate statement or measure argument, the candidate statement or measure argument will be edited to match Section 3 of the County Statement of Endorsement Form.

Endorsement Options

If the name of a person or organization (other than the person and/or organization submitting the statement), or an unpublished quote, is used in a submitted Candidate Statement or Measure Argument to endorse or support the candidate or measure, the filer must submit a *Statement of Endorsement* form.

Option 1 – Determined by the Filer

This endorsement option allows the filer to determine how the endorser's name, title and any other information about the endorser will appear in the Candidate Statement or Measure Argument. This method must be signed by the endorsing person, or by an endorsing organization's authorized representative, to provide the filer with the endorser's consent.

Option 2 – Determined by the Endorser

This endorsement option requires the filer to publish the endorser's name, title and any other information about the endorser that appears in the Candidate Statement or Measurement Argument, exactly as written in the 'Text for Publication' box. This method must be signed by the endorsing person, or by an endorsing organization's authorized representative, to provide the filer with the endorser's consent.

Example: Option 1 – Determined by the Filer

- Candidate Statement language: "Cooper City Council unanimously endorses this candidate for Sheriff."
- Endorsement Filings: A completed form from every member of the Cooper City Council with "Cooper City Council" included in the "Organization Name I am authorized to represent, if any" box.

Example: Option 2 – Determined by the Endorser

- Candidate Statement language: "Cooper City Council unanimously endorses this candidate for Sheriff."
- Endorsement Filings: A completed form from every member of the Cooper City Council with the Text for Publication box containing the words: "Cooper City Council unanimously endorses this candidate for Sheriff."

Quotes

If a previously publicly published quote is used, no Endorsement form is necessary. The quotation must have been published to the public prior to its inclusion in the Candidate Statement or Measure Argument and the quotation must be identified in either statement by its source and date of publication/dissemination.

Example 1 - for identifying the source of a quote:

Author Name (if applicable), Newspaper Name or Magazine Name or Book Title, Date of Publication; Author Name (if applicable), Website (www.electionquote.com), Date of Posting.

Example 2 - of quotes:

"In the latest edition of the *NW Times*, the editorial board in the paper said this about me "... that Joe Smith is the best person for the job." *NW Times*, 11/24/2025."



County Clerk

Deschutes County Voters' Pamphlet Statement of Endorsement

! Warning Submitting a false signature on this statement is a violation of ORS 251.405, subject to a civil penalty of up to \$1000.

1. Filing Information This Statement of Endorsement is valid for the election below

Election Date:

2. Statement of Endorsement Filing Information

Candidate Statement

Candidate Name:

OR

Measure #

Name of Person Who Furnished Argument:

Endorser Name:

Organization Name I am authorized to represent, if any:

3. Endorser Options (Select Only One)

Option 1 - Determined by Filer (This option allows the filer to determine how your name, the name of the organization you represent, if any, and other information about you will appear in the Candidate Statement or Measure Argument.)

Option 1 - Consent

I give consent to the filer named on this form to use my name, applicable title, and/or the name of the organization I am authorized to represent, if any, and other biographical information about me in a Candidate Statement or Measure Argument by the filer listed above.

Signature

(E-signatures must represent the signer's true/"wet" signature to be accepted.)

Date Signed

OR

Option 2 - Determined by Endorser (This option requires the filer to publish your name, title, the name of the organization you represent, if any, and other information about you exactly as you specify in the 'Text for Publication' box below).

Option 2 - Text for Publication (cannot be left blank)

In the space below, you must provide your name and/or the name of the organization you are authorized to represent exactly as it should appear in the Candidate Statement or Measure Argument. Your organization's name should only be used if the organization is endorsing the Candidate Statement or Measure Argument. Your title must also be listed in this section if it is to appear in the Candidate Statement or Measure Argument.

Option 2 - Consent

I give consent to the filer named on this form to publish my name, applicable title, the name of the organization I am authorized to represent, if any, and other information about me and/or my organization in a Candidate Statement or Measure Argument **exactly as it appears in the 'Text for Publication' section above**.

Signature

(E-signatures must represent the signer's true/"wet" signature to be accepted.)

Date Signed