



EL PASO COUNTY

Robert C. "Bob" Balink
Clerk & Recorder

OFFICE OF THE CLERK & RECORDER

Election Department
Liz Olson, Manager
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Campaign Finance Policy
Filing Disclosure Reports
Effective July 1, 2009

All disclosure reports required to be filed with the El Paso County Clerk & Recorder pursuant to Article XXVIII of the Colorado Constitution and Article 45 of Title 1 of the Colorado Revised Statutes shall be filed electronically, using the Secretary of State's web-based electronic filing system. A computer terminal, in the downtown office of the El Paso County Clerk & Recorder's office will be available for use upon request to assist in the electronic filing of these disclosure reports.

Reports that are required to be filed electronically with the Clerk & Recorder under this policy that are presented manually for filing will not be accepted.

Reports are not required to be filed electronically in any of the following circumstances:

1. An individual report contains fewer than (5) entries.
2. The El Paso County Clerk & Recorder has granted an exception to the electronic filing requirement after written application based on hardship or other good cause shown. All applications for an exception shall include a brief statement of the hardship or good cause for which the exception is sought. Written applications for hardship exception must be received at least fifteen (15) calendar days prior to the applicable filing deadline, unless the exception is based on emergency circumstance arising after such deadline, in which case the nature of the emergency shall be described in the application. The filing of an application for exception based on emergency circumstances does not delay any reporting deadlines. The Election Department shall review and respond in writing to all applications for an exception within three (3) business days. Any exception granted will apply to the current scheduled filing only. All future filings will be filed electronically unless another exception is filed with the Clerk & Recorder's office.

For the purposes of this Policy, "entry" is defined as any contribution, expenditure, returned contribution, returned expenditure, loan or loan repayment.

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