

TEXAS ETHICS COMMISSION

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Former and Retired Judges Required to File a Personal Financial Statement Personal Financial Statement due April 30, 2024

We are writing to you because an Administrative Judicial Region included your name on a list of former and retired judges available to sit by assignment under chapters 74 and 75 of the Government Code. A judge who accepts an assignment to a district or appellate court is required to file a personal financial statement (PFS) in accordance with chapter 572 of the Government Code. Therefore, *if you accept an assignment* to a district or appellate court in calendar year 2024, you are required to submit a PFS covering calendar year ending December 31, 2023. This 2024 personal financial statement (Form PFS) is due no later than **April 30, 2024**. If you think you received this notice in error, you should contact our office immediately.

A PFS filed with the TEC by an individual appointed to office may be filed electronically using the online filing application (located at www.ethics.state.tx.us/File) or on a paper Form PFS (located at www.ethics.state.tx.us/forms/pfs/pfsfrm-TEC.php). A PFS filed on paper **must** be filed in the proper format and **must** be signed and either notarized or include a completed and signed unsworn declaration. **If you file electronically, neither your signature nor a notary or unsworn declaration is required.**

When you log into the filing application, remember to use the “**Select Filer Type**” pull-down menu to select “**PFS-(PFS)-Personal Financial Statement/State Officer**” at the top of the pull-down list:

A screenshot of the "Texas Ethics Commission Filer Login" page. The page has a light yellow background and a dark blue border. At the top, it says "Texas Ethics Commission Filer Login". Below that, it says "You must log in to proceed. Enter your login information below and press **Login**." There are three input fields: "Filer ID:" with a text box containing "Enter your Filer ID here" and a link "Contact TEC for a TEC Filer ID"; "Password:" with a text box containing "Enter your password here" and a link "Forgot Password?"; and "Select Filer Type:" with a dropdown menu. The dropdown menu is open, showing a list of options: "Select Filer Type", "PFS - (PFS) - Personal Financial Statement/State Officer" (which is highlighted in blue and circled in red), "COH - (COH) - Candidate/Officeholder (Non-judicial)", "SPAC - (SPAC) - Specific-Purpose Committee (Non-judicial)", and "JCOH - (JCOH) - Judicial Candidate/Officeholder".

If this is your first time filing your PFS report with the TEC filing application:

- (1) View the instructional videos at www.ethics.state.tx.us/filinginfo/pfs/, and
- (2) Submit Form SECURITY-PFS to establish a primary email address and receive a password setup link. **You must submit a new Form SECURITY-PFS to file a PFS even if you previously submitted Form SECURITY-CF to file campaign finance reports.** Form SECURITY-PFS can be found on our website at www.ethics.state.tx.us/data/forms/security/security-pfs.pdf. Your completed form may be emailed to formsecurity@ethics.state.tx.us, mailed to the Texas Ethics Commission, P.O. Box 12070, Austin, TX

78701-2070, or hand-delivered to 201 E. 14th St., Sam Houston Building, 10th Floor, Austin, Texas 78701.

- (3) After you submit your completed Form SECURITY-PFS, watch your email in-box. TEC will send an email to your primary email address with your Filer ID, Filer Type, and a link to set up your password and security questions and answers. *Note:* Your password must contain one special character (special characters include !@#\$%^&*), and one lowercase letter, and must be at least eight characters long. If you forget your password, you will be required to answer all security questions exactly to reset your password. When setting up your security answers, remember that your entry will not be case-sensitive, but spacing and punctuation matter.

Filing Deadline: For a PFS to be timely filed, a PFS filed *electronically* must be filed by midnight, Central Time Zone, on the night of the filing deadline. A PFS filed on paper must be either placed in the U.S. Post Office or in the hands of a common or contract carrier properly addressed with postage and handling charges prepaid or hand-delivered to the Ethics Commission's office on or before 5:00 p.m. on April 30, 2024.

Late Filing Penalties: Under the laws and rules enforced by the Texas Ethics Commission, the minimum civil penalty for filing a late PFS is \$500, but may increase up to \$10,000 if the report is filed more than 30 days late. Additional criminal penalties may apply. If you fail to file the PFS, our office may file a sworn complaint of the violation with the appropriate prosecuting attorney.

Extension Requests: Beginning March 1, you may request an extension to the April 30th filing deadline. The deadline for filing your extension request is April 30th. To request an extension, you will need to log into the PFS filing application, verify your profile information, then select "Manage My Reports." Click on "Apply for Extension." You will then see a message on your screen that your extension request has been granted. You will also receive an email at your primary email address on file stating that your extension request has been granted. Once your extension is granted, your new filing deadline will be July 1, 2024, deadline extended due to weekend.

Common Questions: Many questions can be answered by watching the PFS training video on our website under "Online Training For Filers", found at <https://www.ethics.state.tx.us/training/index.php#online>. For a review of frequently asked questions about filing requirements, to watch short videos on how to log into the PFS filing application, and to access the PFS filing application, go to www.ethics.state.tx.us/filinginfo/pfs/ on our website.