

TEXAS ETHICS COMMISSION

Mailing Address:

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www.ethics.state.tx.us

**Former and Retired Judges
Sitting by Assignment in 2024
and/or
Sitting by Assignment in 2025
Required to File a Personal Financial Statement due April 30, 2025**

A state officer who served any portion of calendar year 2024 must file the personal financial statement (Form PFS) by April 30, 2025, covering their time of state service in calendar year 2024. Likewise, a state officer who serves at any point between January 1 and April 30 in 2025 must file a PFS by April 30.

Your name was on a list of former and retired judges available to sit by assignment in 2024 and/or 2025 under chapters 74 and 75 of the Government Code. A judge who accepted an assignment to a district or appellate court in 2024 and/or 2025 is required to file a personal financial statement (PFS) in accordance with chapter 572 of the Government Code. Therefore, *if you accepted an assignment* to a district or appellate court in calendar year 2024 and/or calendar year 2025, you are required to submit a PFS covering calendar year ending December 31, 2024. This personal financial statement (Form PFS) is due by **April 30, 2025**. 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 prd.tecprd.ethicsefile.com/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:

The screenshot shows the "Texas Ethics Commission Filer Login" page. It includes a login form with fields for "Filer ID" and "Password", each with a "Contact TEC for a TEC Filer ID" and "Forgot Password?" link respectively. Below these is a "Select Filer Type" dropdown menu. The dropdown is open, showing a list of options: "Select Filer Type", "PFS - (PFS) - Personal Financial Statement/State Officer", "COH - (COH) - Candidate/Officeholder (Non-judicial)", "SPAC - (SPAC) - Specific-Purpose Committee (Non-judicial)", and "JCOH - (JCOH) - Judicial Candidate/Officeholder". The "PFS - (PFS) - Personal Financial Statement/State Officer" option is highlighted with a red oval.

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. *Note:* Your password must contain one special character (special characters include !@#\$\$%^&*), and one lowercase letter, and must be at least eight characters long.

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 TEC's office on or before 5:00 p.m. on April 30, 2025.

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 June 30, 2025.

Late Filing Penalties: Under the laws and rules enforced by the TEC, the minimum civil penalty for filing a late PFS is \$500.

Common Questions: Many questions can be answered by watching the PFS training video on our website under "Online Training For Filers", found at 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.