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617-979-8300  
www.ocpf.us  
ocpf@cpf.state.ma.us  
Clerk Support Page  
Twitter: @OCPFreports

# CHECKING IN

A MONTHLY CAMPAIGN FINANCE NEWSLETTER FOR LOCAL ELECTION OFFICIALS

OCPF created a search engine to make it easier to find answers to your questions

The screenshot shows the OCPF website's search engine interface. At the top, there are navigation tabs for Filers, Legal, Reports, Data, Forms & Education, and About. A search bar is located on the right, containing the text "committee name" and a "Go" button. Below the search bar, a search query "Who files the year-end report?" is entered, and a dropdown menu shows the same query. Below the search bar, there are three topic tabs: Documents [11], Legal [2], and News [1]. A "Top Result" section is visible, showing a link to "Do I have to file a year-end report?". Below this, there is an "Answer:" section with text about filing requirements for candidates and committees. Below the answer, there are four more search results: "Who files an electioneering communication report?", "Who files late contribution reports?", and "What is the subvendor filing schedule?".

Enter your question into the search engine for results.

Results appear on various topic tabs.

The search engine is displayed at the top of the OCPF website, [www.ocpf.us](http://www.ocpf.us)

It is driven by "key words." Enter your question or key words into the data field and get results, such as "raffle rules."

## Tips to encourage your candidates to file locally

1. Send notification e-mails weeks and days prior to the filing deadline, with links to forms and guides.
2. We recommend calling candidates who did not file by the deadline to let them know the report is late and should be filed before the election.
3. If a candidate does not file, you can send them a "10-day notice." If they don't file within 10 days, they may be subject to \$25-a-day fines. [Click here for the late filer guide.](#)

2021 City Reminder: Pre-preliminary reports are only filed by candidates who appear on a preliminary ballot.