

Statement of Organization – Legal Expense Fund [CRO-2100F]

Form Description

A candidate committee that raises contributions in order to fund an existing legal action must file this form within 10 days of organizing the committee.

All committees must complete a **Certification of Financial Account Number Information** (CRO-3500) form and a **Certification of Treasurer** (CRO-3100) form along with the *Statement of Organization*.

Additional assistant treasurers and bank accounts may be listed on the **Statement of Organization Addendum** (CRO-2110) form and the **Additional Committee Funds** (CRO-2120) form.

The *Statement of Organization* is used to show any changes in committee information. The entire form must be completed and resubmitted with the new information in order for an amendment to be correctly documented. Check the "Yes" box at the top of the page if this report is an amendment.

Line-by-Line Instructions

LINE 1. Committee Information

- a. Provide the full name of the committee.
- b. Provide the committee's complete mailing address (including the city, state and zip code).
- c. Provide the ID number of the committee. The Board of Elections assigns this ID number. If this is a new committee, this field may be blank.
- d. Provide the date that the committee was organized.
- e. Provide the telephone number (including area code) of the committee.
- f. Indicate the purpose that this Legal Expense Fund was created.

LINE 2. Affiliated Entity Information

- a. Provide the complete name of the candidate
- b. Indicate the name of the candidate's political committee.
- c. Provide the Office Sought/Held by the candidate listed on 2a.
- d. Provide the name of any other affiliated entity.
- e. Provide the candidate's complete mailing address (including city, state and zip code).

LINE 3. Treasurer Information

- a. Provide the first and last name of the treasurer of the committee.
- b. Provide the treasurer's complete mailing address (including city, state and zip code).
- c. Provide the telephone number (including area code) of the treasurer.
- d. Provide the email address of the treasurer.

LINE 4. Custodian of Books Information

- a. Provide the first and last name of the custodian of books of the committee.
- b. Provide the custodian of books' complete mailing address (including city, state and zip code).
- c. Provide the telephone number (including area code) of the custodian of books.

- d. Provide the email address of the custodian of books.

LINE 5. **Assistant Treasurer Information** – The two checkboxes ("Add" and "Remove") are only used in amendments when a new treasurer must be added or removed.

- a. Provide the first and last name of the assistant treasurer of the committee.
- b. Provide the assistant treasurer's complete mailing address (including city, state and zip code).
- c. Provide the telephone number (including area code) of the assistant treasurer.
- d. Provide the email address of the assistant treasurer.

LINE 6. **Account Information** – The two checkboxes ("Add" and "Remove") are only used in amendments when a new account must be added or an old account removed for this fund.

- a. Provide the complete name of the financial institution providing this account.
- b. Provide the purpose for which this account is used.
- c. List the code that corresponds to the account for the committee. Remember to leave all account numbers off of the statements in order to preserve confidentiality. Use the codes provided on the **Certification of Financial Account Information** (CRO 3500) form. The committee must assign each bank account a different code.
- d. Provide the type of account (such as checking, savings, CD, money market, etc). If a credit card is specified, please list the type of card.

CERTIFICATION– The treasurer must certify by signing and dating this form.