

# TEXAS ETHICS COMMISSION

*Mailing Address:*

P.O. Box 12070, Capitol Station  
Austin, Texas 78711-2070  
512-463-5800



*Street Address:*

201 E. 14th St., 10th Floor  
Austin, Texas 78701  
[www.ethics.state.tx.us](http://www.ethics.state.tx.us)

## Former and Retired Judges Required to File a Personal Financial Statement Personal Financial Statement due June 30, 2021

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 2021, you are required to submit a PFS covering calendar year ending December 31, 2020. This 2021 personal financial statement (Form PFS) is due no later than **June 30, 2021**, deadline extended in response to the IRS 2021 Texas federal tax return filing deadline. 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](http://www.ethics.state.tx.us/File)) or on a paper Form PFS (located at [www.ethics.state.tx.us/forms/pfs/pfsfrm-TEC.php](http://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:

**Texas Ethics Commission Filer Login**

You must log in to proceed. Enter your login information below and press **Login**.

Filer ID:  [Contact TEC for a TEC Filer ID](#)

Password:  [Forgot Password?](#)

Select Filer Type:  **PFS - (PFS) - Personal Financial Statement/State Officer**  
COH - (COH) - Candidate/Officeholder (Non-judicial)  
SPAC - (SPAC) - Specific-Purpose Committee (Non-judicial)  
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/](http://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](http://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 June 30, 2021.

**Late Filing Penalties:** Under the laws and rules enforced by the Texas Ethics Commission, the minimum civil penalty for the 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:** No further extensions to this filing deadline are allowed.

**Common Questions:** 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/](http://www.ethics.state.tx.us/filinginfo/pfs/) on our website.