

## **Financial Disclosure Report**

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# **Filing Instructions for Judicial Officers and Employees**

**Committee on Financial Disclosure  
Administrative Office of the U.S. Courts  
Suite 2-301  
One Columbus Circle, N.E.  
Washington, D.C. 20544  
202-502-1850  
January 12, 2010**

## **Major Changes to Financial Disclosure Instructions for 2009**

*In Part V, Gifts, the instructions have been amended to reflect the October 13, 2008 enactment of Pub. L. No. 110-402, which prohibits a judicial officer from accepting a gift of an honorary club membership with a value of more than \$50 in any calendar year. Since the calendar year 2009 reports represent the first complete reporting cycle governed by the new law, judges are encouraged to review their reporting entries carefully to ensure compliance.*

*In Part VII, Investments and Trusts, supplemental instructions were added at page 52 clarifying the reporting of transactions involving certificates of deposit and other cash equivalent accounts.*

*While it is not otherwise required to identify a brokerage or financial management company as part of an account header when listing assets in Part VII, Investments and Trusts, it should be noted that the name of the brokerage or financial management company nonetheless must be provided to properly identify a money market account, mutual fund, or cash equivalent account contained therein.*

*An enhanced self-audit function is included in the FDR2009 software and should be run by each filer prior to submitting a report. This year's software features the ability to self-audit multiple transactions for single assets, improved visual cues for both Reminders to check specific types of entries and Errors which must be corrected prior to filing, and the capacity for users to highlight individual entries for follow-up action.*

## SECURITY ISSUES

Every filer should be aware that the Ethics in Government Act of 1978 makes your Financial Disclosure Report a **PUBLIC DOCUMENT**. This means that a person seeking to harm or harass you and your family can get a copy of your Financial Disclosure Report. There have been instances of such misuse of information provided by filers. The Committee makes the following recommendations so that you can satisfy the financial disclosure requirements of the Act while accommodating appropriate security concerns:

- (1) When filing your report, enter your CHAMBERS OR OFFICE ADDRESS in Block 7. Do not disclose your home address for any purpose in connection with your report.
- (2) Do not provide unnecessary detail that could enable someone to commit financial fraud. For example:
  - a) Do not list account numbers for bank or brokerage accounts
    - For banks, provide only the name of the institution, e.g., "First National Bank accounts"
    - Brokerage accounts should be designated by number, e.g., "Brokerage Account #1";
  - b) Do not list a Social Security number;
  - c) List only the name of a bank, not its address or the name of a branch you frequent, e.g., "First National Bank" rather than "First National Bank, Smallville Branch."
- (3) For rental properties, provide only the city (or county) and state in which the property is located. Do not use street addresses, lot numbers, or survey descriptions. You may identify multiple properties as "Rental Property #1, Cincinnati, Ohio," "Rental Property #2, Cincinnati, Ohio," and so on.
- (4) Do not report your personal residence or residences in Part VII (unless a portion of your residence is rented to a third party). Similarly, do not report any mortgage, equity loan, or line of credit secured by a personal residence, vehicle, boat, or motor home in Part VI.
- (5) Do not identify relatives by name or designation such as "brother" or "mother-in-law." Identify a trust or estate by number, such as "Trust #2," "Estate #1."
- (6) Do not attach financial statements, tax returns, deeds, or trust agreements - these often include home addresses and account numbers.

If the providing of specific information would create a security risk, you may request redaction of the required information pursuant to the Regulations of the Judicial Conference on

Access to Financial Disclosure Reports. A request for redaction should be submitted in a letter separate from your financial disclosure report. See pages 62 and 63 of the filing instructions.

If your Financial Disclosure Report is requested, you will be notified of the request. If you have any concerns or questions about the release of your report, please call the staff of the Committee at (202) 502-1850 or discuss the matter with your local United States Marshal.

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## **INTRODUCTION**

Three types of Financial Disclosure Reports – initial, annual, and final – are required by the Ethics in Government Act of 1978, as amended, published in Title 5 of the United States Code, Appendix, §§ 101-111.

These filing instructions govern the preparation and filing of Form AO-10 which is to be used by judicial officers and employees for all reports due after January 1, 2010. The body of the filing instructions covers reporting requirements for annual reports, which in some cases also apply to initial and final reports. Where requirements for initial and final reports differ from the annual reporting requirements, specific information can be found in Appendices I and II, respectively, of these instructions.

The Act requires that the Committee on Financial Disclosure review each report to assure that, on the basis of the information provided, the reporting person is in compliance with applicable laws and regulations. Section 106(b)(1). The Committee also reviews reports to determine potential conflicts of interest or ethical problems.

Questions concerning the reporting requirements (and suggestions for improving the Form AO-10 or these instructions) should be addressed to: Committee on Financial Disclosure, Administrative Office of the United States Courts, Suite 2-301, One Columbus Circle, N.E., Washington, D.C. 20544.

## **WHO MUST FILE, WHEN AND WHERE**

**JUDICIAL OFFICERS AND JUDICIAL EMPLOYEES** are required to file an annual report by May 15 following each calendar year in which they performed their duties for more than sixty (60) days. Section 101(d). Filing before the due date is encouraged to ease the burden on members of the Committee on Financial Disclosure who review the reports, as required by the Act.

**JUDICIAL OFFICERS** are defined in the Act as the Chief Justice and Associate Justices of the Supreme Court, and the judges of United States courts of appeals, United States district courts, including the district courts in Guam, the Northern Mariana Islands, and the Virgin Islands, Court of International Trade, Tax Court, Court of Federal Claims, Court of Veterans Appeals, United States Court of Appeals for the Armed Forces, and any court created by an Act of Congress, the judges of which are entitled to hold office during good behavior. Section 109(10).

A **JUDICIAL EMPLOYEE** is any employee, other than a **JUDICIAL OFFICER** of the judicial branch of Government, of the United States Sentencing Commission, of the Tax Court,

of the Court of Federal Claims, of the Court of Veterans Appeals, or of the United States Court of Appeals for the Armed Forces, who

- (a) is authorized to perform adjudicatory functions with respect to proceedings in the judicial branch, e.g., bankruptcy judges and magistrate judges; or
- (b) occupies a position for which the rate of basic pay is equal to or greater than 120 percent of the minimum rate of basic pay payable for GS-15 of the General Schedule. Section 109(8).

Persons whose obligation to file reports may vary from year to year, e.g., a senior judge, or recalled bankruptcy judge or magistrate judge who may perform more than 60 days of service in one year but not in another, should certify their exempt status to the Committee on Financial Disclosure by May 15th, if they are exempt from filing for the prior year. This will avoid an inquiry from the Committee concerning failure to file. When they file their next reports, they should explain any apparent inconsistencies resulting from the "gap" between the two reporting periods.

For information on who must file initial and final reports, and when they must be filed, see Appendices I and II, respectively.

#### Commentary

*The General Counsel of the Administrative Office has determined that the term "basic pay" within the definition of a judicial employee does not include locality pay or geographic cost-of-living allowance (COLA) received by some employees in Alaska, Guam, Hawaii, Puerto Rico, and the Virgin Islands. Geographic COLAs are considered additional allowances for the cost of living rather than part of the basic rate of pay. Similarly, there is no express statutory authority permitting court employees to receive locality pay. Payment is based upon the Director of the Administrative Office's authority to set compensation and is treated in the same manner that locality pay is treated in the Executive Branch, which does not consider locality pay as a part of basic pay.*

*Part-time employees without adjudicatory functions are deemed to satisfy the filing threshold if the basic rate of pay fixed for the position held meets the statutory minimum. Thus, the "rate of basic pay" rather than actual pay received, is used to determine the need to file a report. In addition, the Committee has held that the "rate of basic pay" to be used to determine whether a reemployed annuitant who is not authorized to perform adjudicatory functions must file a report does not include the annuity.*



*A part-time magistrate judge whose annual salary level is less than 16.4% of the salary of a full-time magistrate judge will normally perform the duties of his or her office for less than sixty-one (61) days each year and accordingly is not required to notify the Committee of his or her exempt status.*

### **Extensions of Time to File**

The Committee on Financial Disclosure may grant reasonable extensions of time for filing initial, annual, and final reports. Requests for extension should be submitted to the Committee before the due date, in writing signed by the filer explaining why the extension is necessary. The maximum extension permitted by the Act is 90 days. Section 101(g).

Emergency requests for extension may be made by telephone to the Committee staff if the reason for the request could not have been reasonably anticipated. A letter confirming the request should be sent promptly to the Committee. A letter confirming the oral response will be sent promptly by the Committee.

### **Filing Fee**

The statute requires a person to file a timely report. One who files a report more than thirty (30) days after the date the report was due may be assessed a filing fee of \$200.00. If for good reason it is necessary to request a delay in filing, extensions of time of up to 90 days may be granted by the Committee on Financial Disclosure. The statute states that extensions beyond 90 days are not permissible. Absent a waiver, those granted a full 90 day extension will have to pay the fee if they do not file by the 120th day. Section 104(d)(1).

The Committee may waive the filing fee for extraordinary circumstances. Requests for waivers must be submitted in writing to the Committee with explanation of the reason(s) the report was not filed on time. Section 104(d)(2).

### **Commentary**

*When a report is filed more than 30 days after the date it is due, the filer is assessed a late filing fee of \$200. The fee is deposited in the United States Treasury. If a filer requests a waiver of the fee due to extraordinary circumstances, the Committee has delegated the authority to approve waivers to the Subcommittee on Compliance. Please note, that reports are deemed to have been filed ten (10) days prior to physical receipt for the purpose of determining whether the report has been timely filed.*

## **Where to File**

The original and three copies of the report, and of any amendments (including amendments in response to letters of inquiry) are to be filed with:

Committee on Financial Disclosure  
Administrative Office of the United States Courts  
Suite 2-301  
One Columbus Circle, N.E.  
Washington, D.C. 20544

Section 103(h)(1)(B).

## **Commentary**

*Reports are not considered to have been received unless they are physically received by the staff of the Committee on Financial Disclosure and contain an original signature of the filer. Reports will be date stamped as soon as they are received by the staff. Reports sent to the Committee on Financial Disclosure by facsimile or other electronic means are not considered to be received until a copy with an original signature is received.*

## **Amendments**

A report may be amended by filing an amended Form AO-10 for that year, fully explaining items added to, or changed from, the original submission.

Alternatively, additional information may be submitted by a separate letter addressed to the Committee. You should identify the report(s) and part(s) being corrected and provide complete information for the item(s) being corrected. Sign the letter personally, which will constitute your certification to the accuracy and completeness of the report(s) as amended.

Regardless of which method is used, you should file amendments in the same manner as for the original, i.e., a signed original and three copies with the Committee.

## **Commentary**

*Self-initiated amendments will be certified in the same manner as an original report. Each reviewer will complete Block 8 on the Form AO-10 for each amendment as amended.*

*Amendments must be submitted over the signature of the filer. Amendments submitted on the filer's behalf by accountants, lawyers, or others are not acceptable.*

## **Waivers**

The Committee may grant a request for a waiver of any reporting requirement for one who is expected to perform the duties of the office or position less than one hundred and thirty (130) days in a calendar year, but only if the Committee determines that:

- (1) the person is not a full-time employee of the federal government;
- (2) the person is able to provide services specially needed by the federal government;
- (3) it is unlikely that the person's outside employment or financial interests will create a conflict of interest; and
- (4) public financial disclosure by the person is not necessary under the circumstances.

Any request for such a waiver must be directed in writing to the Committee with a detailed explanation of the facts upon which the Committee can make the determinations required under the Act. All such requests are available to the public. Section 101(i).

## **GENERAL INSTRUCTIONS**

Each year, the Committee on Financial Disclosure provides reporting software and resource materials to all filers to assist them in completing their reports. Blank copies of the Financial Disclosure Form AO-10 are also available.

### **"None" Box**

Parts I through VII of the report must be completed. If you have no reportable items in any of these parts, do not simply leave it blank or mark it as "N/A," but instead mark the "None" box as an affirmative declaration of the fact.

### **Disclosure Concerning Family Members**

A reporting person is required to disclose financial information concerning a spouse and dependent children, and the form is designed for inclusion of this information. Section 102(e)(1). The requirement for disclosing trust information, including information for a spouse and dependent children, is found on pages 58 and 59. The Act does not require disclosure of the financial interests of other family members, nor is it required with respect to a spouse who is living separate and apart with the intention of terminating the marriage or permanently separating. Section 102(e)(2).

The Act defines a dependent child as a "son, daughter, stepson, or stepdaughter . . . who –

- (A) is unmarried and under age 21 and is living in the household of the reporting person; or
- (B) is a dependent of the reporting person within the meaning of Section 152 of the Internal Revenue Code of 1986." (26 U.S.C. § 152)

Section 109(2).

### **Extra Pages/Attachments**

If more space is needed for any part than is provided on the form, make the additional entries on a new page and include it as a numbered attachment. The identifying information (name and date of report) must appear on each attachment page. If you make these entries on other than a photocopy of a page from the form, make sure that the part being continued is indicated and that all the required information is given.

### **Alternative Format For Reporting**

The computer program available from the Committee provides an acceptable format for reporting.

It is permissible in exceptional circumstances to provide the required information in any part of the report in an alternative format but only upon a specific written determination by the Committee that such alternative reporting is acceptable. Those wishing to use alternative formats should seek permission to do so by writing to the Committee stating in detail the format to be used, why the request is being made, and whether it is for the current report only or for future reports, as well. All information submitted must be in a format easily reconciled with prior reports. Section 102(b)(2)(A).

In the absence of permission to use an alternative format, no extrinsic reports or documents may be used as substitutes for disclosure on the Form AO-10 as provided. This limitation is necessary to avoid additional burdens that would occur in the review process if a variety of documents, with different formats and often with extraneous information, were permitted.

### **Reconciliation with Prior Reports**

Each report should be complete in itself. No information may be adopted by reference to prior reports. If letters approving a specific transaction, position, or agreement have been received from the Committee, or if the Committee on Codes of Conduct has approved particular conduct or actions, a copy of the letter of approval should be attached to each report to avoid a letter of inquiry.

Compare the information on your current report with that in the prior report to assure that each is complete and correct.

To assist the Committee during the review process, list items in each part of the report in the same order as shown in the prior report (placing any new items at the bottom of the list or of the appropriate subdivision of the list).

**Personal Information**

<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <i>AO-10 Rev. 1/2010</i> </div>		<b>FINANCIAL DISCLOSURE REPORT</b> <b>FOR CALENDAR YEAR 2009</b>		<i>Report Required by the Ethics in Government Act of 1978 (5 U.S.C. app., 101-111)</i>
<b>1. Person Reporting</b> <i>(Last name, first, middle initial)</i>  Smith, John B.		<b>2. Court or Organization</b>  U.S. District Court, North Dakota		<b>3. Date of Report</b>  April 16, 2010
<b>4. Title</b> <i>(Article III Judges indicate active or senior status; Magistrate Judges indicate full- or part-time)</i>  U.S. District Judge - Senior Status		<b>5a. Report type (check appropriate type)</b> ___ Nomination, Date _____ ___ Initial <u>  X  </u> Annual    ___ Final 5b. ___ Amended Report	<b>6. Reporting Period</b>  January 1, 2009- December 31, 2009	
<b>7. Chambers or Office Address</b> U.S. Courthouse 44 West 32 <sup>nd</sup> Street Fargo, North Dakota 58107		<b>8. On the basis of the information contained in this Report and any modifications pertaining thereto, it is, in my opinion, in compliance with applicable laws and regulations.</b>  Reviewing Officer _____ Date _____		
<p align="center"><i>IMPORTANT NOTES: The instructions accompanying this form must be followed. Complete all parts, checking the NONE box for each section where you have no reportable information. Sign on last page.</i></p>				

*Notes to filer:*

- \_\_\_\_\_ *Are Blocks 1 through 7 filled in?*
- \_\_\_\_\_ *Block 3 should be the date the report is completed.*
- \_\_\_\_\_ *Does Block 4 show your status?*
- \_\_\_\_\_ *Does Block 5 indicate the type of report?*
- \_\_\_\_\_ *Does Block 6 cover the correct reporting period?*

Commentary

*Blocks 1 through 7 of the heading to the report should be filled in as indicated:*

*Block 6. Reporting Period. The following entry should be made for annual reports:  
January 1, 2009 – December 31, 2009.*

*Block 8. Certification. Reviewing official will sign and date this block when the report is complete. The front page of the Form AO-10 with the reviewing judge's original signature will be returned to the staff of the Committee on Financial Disclosure for permanent filing.*

*Certification by the reviewing judge or staff counsel, as reviewing officials, certifies that the information in the report, any amendments, or attached correspondence has been disclosed in accordance with applicable laws and regulations. The reviewing official has the authority to approve the report as submitted, direct that a letter of inquiry be sent, or waive an error as de minimis and approve the report. The reviewing official can also approve a report and direct that an advisory letter be sent to provide the filer with guidance for future reports. All letters of inquiry are prepared for the Chair's signature on Committee letterhead stationery. The Chair has authority to revise or waive a letter of inquiry and approve a report.*

## INSTRUCTIONS FOR COMPLETING EACH PART

### I. Positions

Only information pertaining to the reporting person is required in this part.

In this part, a complete listing is required of all positions held by the reporting person as an officer, director, executor, administrator, trustee, guardian, custodian, or similar fiduciary, partner, proprietor, representative, employee, or consultant of any corporation, company, firm, partnership, or other business enterprise, any nonprofit organization, any labor organization, or any educational or other institution other than the United States. Disclose your position even if you are not compensated and even if neither you nor a member of your family has any financial interest in the entities herein listed. Please note that positions held are reported in this part while assets owned or held are reported in Part VII. **You need not report any positions held in any religious, social, fraternal, or political entity and positions solely of an honorary nature. Section 102(a)(6)(A).**

In completing this part, for annual reports, the reporting period consists of the calendar year preceding the date of the report, and the time to the date of the report. Section 102(a)(6)(A). For initial and final reports, refer to Appendices I and II, respectively, of these instructions.

An interest as a limited partner in an investment partnership, if you have no managerial responsibilities, reflects assets held or owned, but not a position held. The position as such a limited partner need not be reported in Part I, but the interest must be disclosed in Part VII.

For Article III judges, bankruptcy judges, and magistrate judges, the Codes of Conduct for United States Judges specify additional constraints on the positions that may be held. See especially Canons 4 and 5. Part-time magistrate judges are governed by special rules as provided in 28 U.S.C. § 632(b) and the *Guide to Judiciary Policy*, Vol. 2A, Ch. 2, Compliance with the Code of Conduct.

Additional information – *e.g.*, an opinion from the Committee on the Codes of Conduct, or approval from a Judicial Council – that bears on the question whether a position presents a potential conflict of interest problem or problem under the Code of Conduct for United States Judges should be provided in Part I or Part VIII or on an attached page.

If you did not hold any reportable positions at any time during the reporting period, check the "None" box rather than leaving Part I blank.

**I. POSITIONS.** (Reporting individual only; see pp. 9-13 of Instructions.)

POSITION

NAME OF ORGANIZATION/ENTITY

NONE (No reportable positions)

<sup>1</sup> Director

Fargo Boys Club

<sup>2</sup> Trustee

Trust #1

<sup>3</sup>

Notes to filer:

\_\_\_\_\_ Do you have any reportable positions ? If not, is the NONE box checked?

\_\_\_\_\_ Did you provide the full name of the position and the organization?

\_\_\_\_\_ Does the position appear to represent a conflict of interest?

\_\_\_\_\_ Does the position require a listing of assets in Part VII?

Commentary

*In completing this part, the reporting period is not always consistent with the reporting period delineated in Block 6 of the heading. For annual reports, the reporting period consists of the calendar year of the report and the current year up to the date of the report.*

*A power of attorney need not be reported in Part I if it has not been exercised, for example, if it is conditioned upon an event that has not yet occurred, such as the disability of the grantor. Once a power of attorney has been exercised, it should be reported in Part I, and all investment assets subject to that power of attorney should be disclosed in Part VII. Similarly, a filer is not required to report a position as "successor trustee" or a similar fiduciary position that is contingent upon an event that has not occurred.*

*The positions a filer can hold are normally determined by the filer's status. Each category is affected by the Canons and statutes governing the creation and duties of the position held. Examples are as follows:*

Judges

*A judge should not serve as the executor, administrator, trustee, guardian, or other fiduciary, except for the estate, trust, or person of a member of the judge's family, and then only if such service will not interfere with the proper performance of judicial duties. "Member of the*



*judge's family means any relative of a judge by blood, adoption, or marriage or any other person treated by a judge as a member of the judge's family." (Canon 4(E).)*

*The duties of a co-trustee are, while nominal, fiduciary in nature. Canon 4(E) would seem to rule out service as fiduciary for other than a trust for a member of the judge's family. Service as a fiduciary for other than a member of the family is permitted to continue in limited circumstances, as provided in the Code's "Applicable Date of Compliance" section, but this section seems to contemplate a relationship with an individual rather than with a pension plan. In any event, even such a non-family fiduciary relationship is to be terminated as stated in the Compliance section. (Advisory Opinion No. 33.)*

*A judge who, before ascending the bench, served as an executor of the estate of a non-family member, or as trustee of a non-family trust may, with the approval of the judicial council of the circuit, continue in that capacity if resignation would cause undue hardship to the estate and its beneficiaries, but may not receive compensation for such service. (Compendium § 4.5-3(a) (2009).)*

*Note: A judge may serve as a part-time special lecturer in law or as a faculty member at a law school. It is necessary for the judge to obtain advance approval from the chief judge of the circuit, or in the case of the chief judge from the judicial council, before engaging in teaching activity. The normal restrictions on extra judicial compensation apply; the compensation must be reasonable in amount, no greater than a similarly situated non-judge would receive for the same service; the 15% cap on outside earned income is applicable; and the payments must be included in Part III of the report. The teaching duties should not in any way interfere with the performance of judicial duties.*

*Where a judge failed to obtain prior approval of teaching, the Chief Judge has authority to approve teaching for compensation nunc pro tunc if satisfied that the failure was occasioned by excusable neglect, the application would have been approved if timely filed, and other criteria for approval are satisfied. If circumstances do not justify nunc pro tunc approval, the judge's only recourse is to refund the compensation. (Compendium § 35.7 (2009).)*

*In a partnership engaged in real estate investment, a judge may have a passive investment as a general partner. Canon 4(D) prohibits active business participation. (Compendium § 4.4-3 (2009).)*

*The listing of a position as partner in a business in Part I will ordinarily require a listing of the income and value of the business in Part VII. If the partnership owns or trades in securities and the filer can influence the selection of assets for purchase or sale, the individual stocks and transactions should be reported in Part VII.*

*It is permissible for a judge to be an uncompensated officer or director of a business wholly owned by members of the judge's family. (Compendium § 4.4-4(c) (2009).)*

*A judge may serve as a member of the board of directors of a nonprofit social club, or a nonprofit club whose object is to promote an interest in and to enlighten its membership on important governmental, economic and social issues, provided that (a) the club does not engage in partisan political activity and (b) the judge does not take positions on governmental, economic, and social issues which would embarrass the judge in the exercise of judicial duties. (See Advisory Opinion No. 2.)*

*A judge may serve on the board of trustees of a university foundation (no fund-raising involved). Same for service on a university advisory board. (Compendium § 4.2-4 (2009).)*

*Senior judges designated in 5 U.S.C. app. § 502(b), (justices and senior judges) are excluded from the 15% cap on compensation received from approved teaching. Even if the Ethics Reform Act is satisfied, provisions of the Code of Conduct for United States Judges must also be satisfied.*

### *Part-time Magistrate Judges*

*Part-time United States magistrate judges render such service as judicial officers as is required by law. While so serving they may engage in the practice of law, but may not serve as counsel in any criminal action in any court of the United States, or act in any capacity that is inconsistent with the proper discharge of their office. Within such restrictions, they may engage in any other business, occupation, or employment which is not inconsistent with the expeditious, proper, and impartial performance of their duties as judicial officers. (28 U.S.C. § 632(b).)*

### *Judicial Employees*

*a. No covered senior employee, as defined in the "Regulations of the Judicial Conference of the United States Under Title VI of the Ethics Reform Act of 1989 Concerning Outside Earned Income, Honoraria, and Outside Employment," Guide to Judiciary Policy, Vol. 2C, § 1020.35, shall:*

- (1) affiliate with or be employed by a firm, partnership, association, corporation, or other entity to provide professional services which involve a fiduciary relationship for compensation;*
- (2) permit the use of his or her name by any such firm, partnership, association, corporation, or other entity;*
- (3) practice a profession which involves a fiduciary relationship for compensation;*
- (4) serve for compensation as an officer or member of the board of any association, corporation, or other entity; or*
- (5) receive compensation for teaching, without the prior notification and approval as herein provided.*

*Note: Senior employees of the Court of International Trade or the Court of Federal Claims must obtain approval from the chief judges of those courts. Senior employees of the Tax Court must obtain approval from the chief judge of the Tax Court. Commissioners and senior employees of the Sentencing Commission shall obtain approval from the Chairman of the Sentencing Commission. Senior employees of the Administrative Office of the United States Courts must obtain approval from the Director of the Administrative Office.*

*b. Judicial Employees. A judicial employee may engage in such activities as civic, charitable, religious, professional, educational, cultural, avocational, social, fraternal, and recreational activities, and may speak, write, lecture, and teach. If such outside activities concern the law, the legal system, or the administration of justice, the judicial employee should first consult with the appointing authority. (Code of Conduct for Judicial Employees, Canon 4(A).)*

*c. Federal Public Defenders. A defender employee should not engage in the private practice of law. Notwithstanding this prohibition, a defender employee may act pro se and may, without compensation, give legal advice to and draft or review documents for a member of the defender employee's family, so long as such work does not present an appearance of impropriety and does not interfere with the defender employee's primary responsibility to the defender office. (Code of Conduct for Federal Public Defender Employees, Canon 5(D).)*

## II. Agreements

Only information pertaining to the reporting person is required in this part.

In this part a complete listing is required of any agreement with respect to:

- (a) future employment;
- (b) a leave of absence during government service;
- (c) continuation of payments by a former employer other than the United States; and
- (d) continuing participation in an employee welfare or benefit plan maintained by a former employer.

Report the date, parties, and terms of the agreement. Section 102(a)(7).

For all reports, show any such agreements currently in force.

Any additional information--e.g., an opinion from the Committee on Codes of Conduct, or approval from a Judicial Council--that bears upon the question whether an agreement presents a potential conflict of interest problem or problem under the Codes of Conduct for United States Judges should be provided in Part II or on an attached page.

If you did not have any reportable agreements during the reporting period, check the "None" box, rather than leaving Part II blank.

<b>II. AGREEMENTS.</b> <i>(Reporting individual only; see pp. 14-16 of Instructions.)</i>	
<u>DATE</u>	<u>PARTIES AND TERMS</u>
<input type="checkbox"/>	<b>NONE</b> (No reportable agreements)
1	2000                      Jones & Smith Retirement Plan with former law firm, no control
2	_____
3	_____

*Notes to filer:*

\_\_\_\_\_ *Do you have any reportable agreements? If not, is the NONE box checked?*

\_\_\_\_\_ *Did you list the date, parties, and terms of the agreement?*

\_\_\_\_\_ *Is the agreement permissible?*

## Commentary

### Continuation of payments by a former employer other than the United States

*It is permissible for judges to receive appropriate payment for their interests in a law firm and compensation for legal services they rendered before becoming judges. (Compendium § 2.7(a) (2009).)*

*A termination of partnership agreement provides for payment of an agreed amount representing the retiring partner's interest and some of these payments can be paid in years following the partner's appointment as a United States judge. (Advisory Opinion No. 24.)*

*The Committee on Codes of Conduct is of the opinion that when a partner leaves a law firm to become a federal judge, he should, if possible, agree with his partners on an exact amount which he will receive for his interest in the firm, whether that sum is to be paid within the year or over a period of years. (Id.)*

*Such agreed-upon payments may continue to be made to the judge, provided it is clear (1) that he is not sharing in profits of the firm earned after the judge's departure, as distinguished from sharing in an amount representing the fair value of the judge's interest in the firm, including the fair value of the judge's interest in fees to be collected in the future for work done before leaving the firm, and (2) such judge does not participate in any case in which the former firm or any partner or associate thereof is counsel until the full amount which he or she may be entitled to receive under the agreement has been paid. (Id.)*

*It is permissible for the departing judge to share in contingent fees received at the end of the litigation, provided a fixed percentage or fixed ceiling is agreed upon, and reasonably reflects the value of services previously rendered by the departing judge. While it is permissible for a judge to share in future contingent fees under the circumstances previously set forth, the judge should first attempt to reach agreement with his former partners on a fixed sum. (Compendium §§ 2.7(b) and (b-1) (2009).)*

### Continuing participation in an employee welfare or benefit plan maintained by a former employer

*A judge should remove his or her retirement account from a former law firm's profit-sharing trust where members of former law firm appear regularly in federal court in the judge's district requiring frequent disqualification by the judge. If the judge's continued recusal would impose a significant burden on other judges, the judge should ordinarily withdraw the account if feasible. (Compendium § 2.7 (2009).)*

*When, long after the judge's departure, additional assets are discovered which should have been transferred to the judge at the time of his departure (delayed refund under health*

*insurance plan), there is no ethical impediment to the judge's receipt of the appropriate distribution. (Compendium § 2-7(e) (2009).)*

*A judge who is a participant in a law firm's KEOGH plan has a financial interest in all of the corporations whose stock is owned by the plan, and must keep informed of the plan's investments, unless the plan is a common fund. (Compendium § 3.1-1(i) (2009).)*

*A law firm's KEOGH plan or 401K plan (managed by the firm, small number of participants, ready access to investment information) does not qualify for the "common fund" exception. A law firm's retirement fund qualifies for the "common investment fund" exception where the financial interest is indirect (due to the number of participants and the size and diversity of investments), directed investment by participants is not available, and the participants do not know and cannot easily find out about a fund's portfolio, which turns over frequently. (Compendium §§ 3.1-3(c), 3.1-3(c-1) (2009).)*

### *Other Employment*

*Part-time United States magistrates render such service as judicial officers as is required by law. While so serving, they may engage in the practice of law and, within certain restrictions, engage in any other employment which is not inconsistent with the expeditious, proper, and impartial performance of their duties as judicial officers. (28 U.S.C. § 632.)*

*A part-time judge is a judge who serves on a continuing or periodic basis, but is permitted by law to devote time to some other profession or occupation and whose compensation for that reason is less than that of a full-time judge. A part-time judge: (1) is not required to comply with Canons 4A(4), 4A(5), 4D(2), 4E, and 4F; (2) except as provided in the Conflict-of-Interest Rules for Part-time Magistrate Judges, should not practice law in the court on which the judge serves or in any court subject to the appellate jurisdiction of the court on which the judge serves, or act as a lawyer in a proceeding in which the judge has served as a judge or in any other proceeding related thereto.*

*The judge should take reasonable steps to require that law clerks keep the judge informed of their future employment plans and prospects. Participation by the law clerk in a pending case involving the prospective employer may reasonably create an appearance of impropriety and a cause for concern on the part of opposing counsel. A former law clerk should be disqualified from work in the United States attorney's office on any cases that were pending in the court during the law clerk's employment with the court. (Advisory Opinions Nos. 74 and 81.)*



### **III. Non-investment Income**

Information pertaining to the reporting person and the spouse, as noted, is required in this part.

#### **A. General Non-investment Income**

In this part, report non-investment income from whatever source, including but not limited to these items: compensation for services, including fees, commissions, etc.; income derived from business; royalties from intellectual property such as copyrights; and fixed benefits from vested pension plans. Amounts reported should be net income, except income derived from a business can be listed as net or gross and indicated as such. Section 109(7).

Report the source, type, amount, or value of income from any source aggregating \$200 or more in value. Honoraria are treated differently. Section 102(a)(1)(A). See Part III B. below. See below for specific exemptions.

If a spouse is self-employed in business or a profession, only the nature of such business or profession and the words "self-employed" should be reported (e.g., self-employed attorney or self-employed financial consultant). A spouse is "self-employed" with regard to the net earnings derived from a profession or business carried on by the spouse as a sole proprietor or a partnership of which the spouse is a member. See Treas. Reg. 26 C.F.R. § 1.1401-1(c). Otherwise, for spouses, report the source of items of earned income from any person which exceeds \$1,000 and the source and amount of any honoraria which exceed \$200.

Each filer must complete Part III A., and if married during any portion of the reporting period, provide the information in Part III B. for his or her spouse. The amount of earned income in Part III B. need not be shown except for honoraria.

#### **You are not required to disclose in Part III the following:**

- compensation for current employment by the United States. Section 102(a)(1)(A).
- income that from a single source did not aggregate \$200 or more during the reporting period. Section 102(a)(1)(A).
- the amount of the spouse's "earned income," or any information about that "earned income" that from a single source did not aggregate more than \$1,000 during the reporting period. Section 102(e)(1)(A).
- any information about dependent children's non-investment income. Section 102(e)(1)(A).

- information with respect to a spouse living separate and apart with the intention of terminating the marriage or providing for permanent separation or with respect to any income or obligations arising from the dissolution or permanent separation. Section 102(e)(2).
- any political campaign funds, including campaign receipts. Section 102(g).
- income derived from any retirement system under title 5, United States Code (including the Thrift Savings Plan under Subchapter III of Chapter 84 of such title) or any other retirement system maintained by the United States for officers or employees of the United States. Section 102(i)(1).
- benefits received from Social Security. Section 102(i)(2).
- death benefits under insurance policies, gifts, inheritances, tort recoveries and other compensation for injuries and sickness, disability compensation, and veteran's benefits.

**III. NON-INVESTMENT INCOME.** *(Reporting individual and spouse; see pp. 17-24 of Instructions.)*

	<u>DATE</u>	<u>SOURCE AND TYPE</u>	<u>GROSS AMOUNT</u>
<b>A. Filer's Non-Investment Income</b>			
	<input type="checkbox"/>	<b>NONE</b> (No reportable non-investment income.)	
1	2009	East Publishing Company, book royalties	\$ 3,000
2	2009	WV Law School - teaching	\$ 4,500
<b>B. Spouse's Non-Investment Income - If you were married during any portion of the reporting period, please complete this section (dollar amount not required except for honoraria).</b>			
	<input type="checkbox"/>	<b>NONE</b> (No reportable non-investment income.)	
1	2009	Jones, Jackson, and Hancock - salary	
2	2009	self-employed writer	

*Notes to filer:*

\_\_\_\_\_ *Do you have any reportable non-investment income over \$200.00?*

\_\_\_\_\_ *Does your spouse have any reportable non-investment income over \$1,000.00?*



- \_\_\_\_\_ *If no reportable income, is the NONE box checked?*
- \_\_\_\_\_ *Is the date, source, type, and amount for your reportable income reported?*
- \_\_\_\_\_ *Is the income subject to the 15% limitation (\$26,550 for 2009; \$26,955 for 2010)?*
- \_\_\_\_\_ *Is the income an honorarium or reported as such?*

*Commentary*

*Although various types of non-investment income have been listed, some elaboration on several sources of income may be useful to provide a clearer distinction between non-investment and investment income.*

*No income should be disclosed in this part if it is derived from an investment asset that should be reported in Part VII. Thus, a "royalty" received from the use or sale of copyright, patent, or other legally recognized intellectual property rights should be reported in Part III, but a "royalty" or any other payment from ownership or investment in oil, gas, or other mineral interests or enterprises should be disclosed in Part VII.*

*Annuity Income: Income received from an annuity purchased by the filer should be reported in Part VII rather than in Part III as it represents a return on the filer's investment. Similarly, where a filer has converted an IRA or other account to an annuity, the value of the annuity and income paid pursuant to the annuity should be reported in Part VII as an investment asset. Income received from an annuity that was purchased by an employer and in which the filer does not have ownership of the contract or the underlying assets should be reported in Part III as a form of deferred compensation.*

*Income received from a life insurance policy is not reported in Part III, but certain types are reported in Part VII.*

*Special attention will be given to the review of nomination and initial reports. The filer must report compensation, other than from the United States Government, in excess of \$5,000 in any of the two calendar years prior to the calendar year during which a first report is filed.*

B. Outside Employment and Honoraria

**Special attention should be given to regulations relating to Outside Employment and Honoraria at Appendix III.**

Covered Senior Employees

In accordance with the Ethics Reform Act of 1989, and the Judicial Conference regulations implementing this Act, covered senior employees, other than justices of the United States who retired from regular active service under Section 371(b) of title 28, United States Code; judges of the United States who retired from regular active service under Section 371(b) of title 28, United States Code and who have met the requirements of subsection (f) of Section 371(b) of title 28, United States Code, as certified in accordance with such subsection; and justices and judges of the United States who retired from regular active service under Section 372(a) of title 28, United States Code and who receive compensation for teaching, are prohibited from:

- Receiving more than 15% of the pay rate for Executive Level II in earned income from outside employment if the officer or employee occupies a position classified above GS-15 of the General Schedule or, in the case of positions not under the General Schedule, for which the rate of basic pay is equal to or greater than 120 percent of the minimum rate of basic pay payable for GS-15 of the General Schedule and is not a career civil servant (See 5 U.S.C. § 5313 for the pay rate for Executive Level II). 5 U.S.C. app. § 501(a)(1). Those covered by the provisions of this Act for only a portion of a year, must pro-rate the 15% on the basis of the number of days the person will actually work in that calendar year. 5 U.S.C. app. § 501(a)(2).
- Being affiliated with or being employed by a firm, partnership, association, corporation, or other entity to provide professional services which involve a fiduciary relationship for compensation, serving for compensation as an officer or member of the board of any association, corporation, or other entity. 5 U.S.C. app. § 502.
- Receiving compensation for teaching without prior notification and approval from the appropriate official, if the officer or employee occupies a position classified above GS-15 of the General Schedule or, in the case of positions not under the General Schedule, for which the rate of basic pay is equal to or greater than 120 percent of the minimum rate of basic pay payable for GS-15 of the General Schedule and is not a career civil servant. See Section 5 of Appendix III for the procedures for requesting approval. 5 U.S.C. app. § 502.

NOTE: Covered senior employees are defined by Judicial Conference approved regulations as all judicial officers (except for part-time magistrate judges), commissioners and staff of the Sentencing Commission, the Director and Deputy Director of the Administrative Office of the United States Courts, and senior employees of the Administrative Office of the United States Courts serving at the pleasure of the Director (Schedule C status).

### Judicial Officers and All Employees

In accordance with the Ethics Reform Act of 1989, and the Judicial Conference regulations implementing this Act, all judicial officers and all employees of the judicial branch are prohibited from accepting honoraria for any "appearance, speech, or article." Actual and necessary travel expenses incurred by the person and one relative are not deemed to constitute honoraria. 5 U.S.C. app. § 501(b).

- No judicial officer or employee of the judicial branch (except for part-time magistrate judges) may accept honoraria, but a payment may be made on behalf of such officer or employee to a charitable organization in lieu of the honorarium, so long as the payment does not exceed \$2,000 and is not made to a charitable organization from which the filer or the filer's parent, sibling, spouse, child, or dependent relative derives any financial benefit. 5 U.S.C. app. § 501(b) and (c). In such instances, the filer should report the source, date, and amount of payments made to charitable organizations in lieu of honoraria and shall simultaneously file with the Committee on Financial Disclosure, on a confidential basis, a corresponding list of recipients of all such payments together with their dates and amounts. Section 102(a)(1)(A).

### C. General Provisions

For annual reports, the reporting period is the calendar year preceding the date of the report. Section 102(a)(1)(A). For initial and final reports, see Appendices I and II, respectively, for the appropriate reporting periods.

If neither you nor a spouse had any reportable income during the reporting period, check the "None" boxes rather than leaving Part III A or Part III B blank.

### Commentary

*Contained within these Instructions and Appendix III are detailed instructions and regulations relating to limitations imposed on certain judicial officers and employees with respect to certain types of outside employment and income. Several important guidelines need to be emphasized for the benefit of the reviewing official.*

Covered senior employees (defined in the cited appendix) are prohibited from receiving more than 15% of the pay rate for Executive Level II (\$177,000 during 2009) in earned income from outside employment. The limitation for 2009 is \$26,550. However, senior judges who receive compensation for teaching, part-time magistrate judges, officers and employees of the Supreme Court, and employees of the Federal Judicial Center are exempted as to teaching income and are not restricted to this outside income limitation.

In addition, all judicial officers and all employees of the judicial branch (except for part-time magistrate judges) are prohibited from accepting honoraria for any "appearance, speech, or article." Any filer listing honoraria will be questioned for clarification and may eventually be referred to the Committee on Codes of Conduct for an advisory opinion.

Frequently, difficulty arises for the reviewing official and staff examiner concerning what constitutes outside earned income (which is attributed solely to the filer and not to the spouse). The following lists common examples of compensated activities which are subject to the calendar year income limitation, less the ordinary and necessary expenses paid or incurred in producing the income:

- (1) teaching,
- (2) serving as trustee of a family trust or executor of a family estate, and
- (3) writing.

In addition, the following common examples do not constitute outside earned income and have no limitations imposed on the filer:

- (1) pensions, annuities, and deferred compensation for services rendered prior to becoming a judicial officer or senior employee,
- (2) investment funds,
- (3) funds received from a family owned business,
- (4) publication royalties, fees, and their functional equivalent, and
- (5) compensation received by a senior judge for teaching.

Advisory Opinion No. 86, "Honoraria, Teaching, and Outside Earned Income Limitation," provides detailed interpretation on these issues and may serve as a helpful guideline. In addition, the following are summaries contained in Compendium, Sections 31-35 (2009), concerning recent advice given by the Committee on Codes of Conduct in response to confidential inquiries:

#### Outside Earned Income Limitation

- (1) Where service as a family fiduciary involves work performed over several years but fee is paid in a single year, it is consistent with the statute and outside employment regulations for the judge, in applying the 15% cap, to allocate the amount of the fee over

*the several years in proportion to the work actually performed during each year. (Compendium § 33.1(a) (2009).)*

*(2) Flat fee of \$250 received by judge from publisher (established user or purchaser of copyright and other forms of intellectual property) for writing a chapter in publisher's treatise is not excludable from the definition of outside earned income. The payment is a fixed and unconditional cash payment for a manuscript that is wholly unrelated to the sales or distribution of the ensuing publication. Thus, the fee is subject to the 15% cap. (Compendium § 33.2-5(a) (2009).)*

*(3) Where judge serves as editor-in-chief of a law journal and receives a royalty of 15% of the net cash receipts from the sale of the publication, the amount is considered a royalty and thus not subject to the 15% cap. (Compendium § 33.2-5(b) (2009).)*

*(4) Outside earned income is attributed solely to the actual earner regardless of community property laws. (Compendium § 33.3 (2009).)*

#### Prohibition on Receipt Of Honoraria

*(1) It would violate the statute and outside employment regulations for a law clerk to write an article for compensation during clerkship even though publication of the article and receipt of the honorarium would occur after the clerkship ends. (Compendium § 34(a) (2009).)*

*(2) Fee for performing wedding is not an honorarium. However, canons bar a judge from accepting additional compensation for performing judicial activities. (Compendium § 34.1(a) (2009).)*

*(3) Reimbursement of travel expenses (as defined in 5 U.S.C. app. § 505) for judge and one relative does not constitute an honorarium. (Compendium § 34.1(b) (2009).)*

*(4) Where a judge's paper to a continuing legal education program was later published and later still won \$3000 cash award at sponsor's annual award program, the award is not a payment for the speech or article, and thus not an honorarium. An after-the-fact award based on merit for scholarly work, like the Nobel Prize, is an award in recognition of prior meritorious service and not in exchange therefor. (Compendium § 34.1(d) (2009).)*

*(5) Compensation for teaching a seminar for prospective law students and preparation of course materials does not constitute an honorarium. (Compendium § 34.1-2(d) (2009).)*

(6) *Fee received by judge as editor-in-chief of a law journal is not an honorarium, but rather compensation for writing more extensive than an article. (Compendium § 34.1-3(a) (2009).)*

#### Limitations On Outside Employment

(1) *Serving as a fiduciary of a family estate or trust as permitted by Canon 5D of the Code of Conduct for United States judges does not constitute practicing a profession involving a fiduciary relationship under this section. (Compendium § 35.3(a) (2009).)*

(2) *Service for compensation as editor-in-chief of a bankruptcy law journal is not the equivalent of being an officer or member of the board of an entity, and thus is not barred by this section. (Compendium § 35.4(a) (2009).)*

(3) *Although judge cannot receive compensation for service as family fiduciary where the trust directs the operating policy of the charity because that would be the functional equivalent of serving as an officer or member of the board of directors in violation of 5 U.S.C. app. § 502(4), where the judge serves as family fiduciary charged only with duties normally exercised by a family fiduciary, then 5 U.S.C. app. § 502(4) is inapplicable. Rather, § 502(3) applies, as does the family fiduciary exception. Thus, the judge may receive compensation subject to the 15% cap. (Compendium § 35.4(b) (2009).)*

(4) *A judge's status as partner of a family partnership or shareholder of a family corporation is not the equivalent of serving as officer or member of the board of an entity, and thus the financial return to the judge as partner or shareholder is not prohibited by 5 U.S.C. app. § 502(4). (Compendium § 35.4(c) (2009).)*

(5) *Where a judge failed to obtain prior approval of teaching, Chief Judge has authority to approve teaching for compensation nunc pro tunc if satisfied that the failure was occasioned by excusable neglect, the application would have been approved if timely filed, and other criteria for approval are satisfied. If circumstances do not justify nunc pro tunc approval, the judge's only recourse is to refund the compensation. (Compendium § 35.7(a) (2009).)*



## **IV. Reimbursements**

Information pertaining to the reporting person, spouse, and dependent children, as noted, is required in this part.

In this part, report information about reimbursements received by you, your spouse and dependent children, exclusive, however, of any items received by them totally independent of their relationship to you. Sections 102(a)(2)(A) and (C); and 102(e)(1)(C) and (D).

A reimbursement means any payment or other thing of value to cover travel related expenses, whether those expenses were paid directly by a third party or a travel voucher for reimbursement was required. Examples of reportable reimbursements include seminars, moot court competitions, judges' association meetings, and other similar activities where your expenses (travel, food, lodging, seminar fees, and other miscellaneous fees) are paid by a non-governmental organization or a private party. Section 109(15).

For annual reports, the reporting period is the calendar year preceding the date of the report. Section 102(a)(2)(B). For initial and final reports, see Appendices I and II, respectively, for the appropriate reporting period.

In this part, you should identify the source of funding, the dates of travel, the location of the trip, the purpose for the trip, and nature of expenses provided, for reimbursements received from any single source aggregating more than \$335 in value. It is not necessary to include the dollar value of a travel reimbursement. Section 102(a)(2)(B).

### **You are not required to report in Part IV:**

- food, lodging, or entertainment received from a relative. Section 102(a)(2)(A).
- food, lodging, or entertainment received as personal hospitality. Section 102(a)(2)(A).
- reimbursements received by your spouse and dependent children, independently of their relationship to you. Section 102(e)(1)(C) and (D).
- reimbursements received in a period when you were not an officer or employee of the federal government. Section 102(h).
- food, lodging, transportation, and entertainment provided by a foreign government within a foreign country or by the United States, the District of Columbia, or a state or local government or political subdivision thereof; food and beverages not consumed in connection with a gift of overnight lodging; Section 109(5).

- reimbursements provided by the United States, the District of Columbia, or a state or local government or political subdivision thereof; required to be reported under 5 U.S.C. § 7342; or required to be reported under 2 U.S.C. § 434. Section 109(15).

Relative means one who is related to the reporting person, as father, mother, son, daughter, brother, sister, uncle, aunt, great uncle, great aunt, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, or who is the grandfather or grandmother of the spouse of the reporting person, and shall be deemed to include the fiance or fiancee of the reporting person. Section 109(16).

Personal hospitality means hospitality extended for a nonbusiness purpose by one, not a corporation or organization, at the personal residence of that person or his family or on property or facilities owned by that person or family. Section 109(14).

Beginning on January 1, 1991, in accordance with the Ethics Reform Act of 1989, and the Judicial Conference regulations implementing this Act, officers and employees are prohibited from soliciting or accepting anything of value from a person seeking official action from, doing business with, or whose interests would be substantially affected by, the performance or nonperformance of official duties. 5 U.S.C. § 7353. This prohibition applies to all reimbursements and gifts covered in Parts IV and V of the Financial Disclosure Report.

If you, your spouse, and your dependent children did not receive any reimbursements reportable in Part IV, check the "None" box rather than leaving Part IV blank.

<b>IV. REIMBURSEMENTS</b> - <i>transportation, lodging, food, entertainment</i> (Includes those to spouse and dependent children. See pp. 25-27 of Instructions.)					
<input type="checkbox"/> <b>NONE</b> (No reportable reimbursements)					
	<u>SOURCE</u>	<u>DATES</u>	<u>LOCATION</u>	<u>PURPOSE</u>	<u>ITEMS PAID OR PROVIDED</u>
1	Staley Foundation	6-15-09	Haymarket, VA	Bd. of Directors Mtg.	Transportation, meals, hotel
2	FREE Foundation	Aug. 7-14 2009	Butte, MT	Environmental Seminar	Transportation, meals, lodging, tuition
3	VA CLE	Nov. 7-8, 2009	Williamsburg, VA	Tax CLE (teach)	Transportation, food, hotel
4					
5					



Notes to filer:

\_\_\_\_\_ Do you, your spouse, or any dependent child have any reportable reimbursements or expense paid education or other trips? If not, is the NONE box checked?

\_\_\_\_\_ Did you complete all subparts of the form for each reimbursement?

\_\_\_\_\_ Can the reimbursement be accepted by you, your spouse, or dependent child?

#### Commentary

*The following opinions issued by the Committee on Codes of Conduct provide guidance on issues associated with this part.*

*Attendance of judges and their spouses as guests at bar association dinners is proper, and a judge may accept reimbursement for the judge's or the judge's spouse's travel and hotel expenses to attend such a dinner sponsored by lawyer organizations even when the judge does not speak or render other services at the function. (Advisory Opinion No. 17.)*

*Although mere attendance (along with others similarly situated) without paying a registration fee would not create an appearance of impropriety, it would create an appearance of impropriety for employees of the Administrative Office to accept from a legal publishing firm a gift of transportation, lodging and meals in connection with a professional training program sponsored by the firm. (Compendium § 2.9-1(a) (2009).)*

*A judge participating as a faculty member in a two-week seminar of general interest organized on a nonprofit basis and financed by tuition and subsistence payments by non-faculty attendees may accept reimbursement for the judge's and the judge's spouse's travel and subsistence expenses. (Advisory Opinion No. 3.)*

*A judicial employee may receive compensation and reimbursement of expenses for outside activities provided that receipt of such compensation and reimbursement is not prohibited or restricted by this Code, the Ethics Reform Act, and other applicable law, and provided that the source or amount of such payments does not influence or give the appearance of influencing the judicial employee in the performance of official duties or otherwise give the appearance of impropriety. Expense reimbursement should be limited to the actual cost of travel, food and lodging reasonably incurred by a judicial employee and, where appropriate to the occasion, by the judicial employee's spouse or relative. Any payment in excess of such an amount is compensation. (Code of Conduct for Judicial Employees, Canon 4E.)*

## V. Gifts

Information pertaining to the reporting person, spouse, and dependent children, as noted, is required in this part.

In this part, report information about gifts other than transportation (or lodging, food or entertainment in connection with transportation that is furnished or reimbursed), aggregating more than \$335 in value received by you, your spouse and dependent children from any source other than a relative during the preceding calendar year. A gift of lodging or entertainment not incident to travel which exceeds \$335 must be reported in this part. Gifts from separate sources with a fair market value of \$134 or less need not be aggregated to determine if the \$335 reporting threshold has been met. Section 102(a)(2)(A).

A gift is a payment, advance, forbearance, rendering, or deposit of money, or anything of value, unless consideration of equal or greater value is received by the donor. Section 109(5).

If you have been extended an honorary membership in an organization and you avail yourself of the privileges, rights, etc., to a substantial degree, and the dues are in excess of \$335 per year, you must report the honorary membership in this part. ***Please note that as of October 13, 2008, judges are prohibited by Pub. L. No. 110-402 from accepting honorary club memberships with a value greater than \$50.00.***

### **You are not required to disclose information about:**

- gifts received from a relative. Section 102(a)(2)(A).
- gifts received by a spouse and dependent children, totally independent of their relationship to you. Section 102(e)(1)(C).
- gifts received in a period when you were not an officer or employee of the federal government. Section 102(h).
- gifts that are bequests and other forms of inheritance. Section 109(5)(A).
- communications to the offices of a reporting person, including subscriptions to newspapers and periodicals. Section 109(5)(E).
- suitable mementos of a function honoring the reporting person. Section 109(5)(B).

If you, your spouse, and your dependent children did not receive any gifts reportable in Part V, check the "None" box rather than leaving Part V blank.

For the definition of relative, refer to Part IV of these instructions.

For annual reports, the reporting period is the calendar year preceding the date of the report. Section 102(a)(2)(A). For initial and final reports, see Appendices I and II, respectively, for the appropriate reporting period and rules.

**V. GIFTS.** *(Includes those to spouse and dependent children. See pp. 28-31 of Instructions.)*

	<u>SOURCE</u>	<u>DESCRIPTION</u>	<u>VALUE</u>
	<input type="checkbox"/> <b>NONE</b> (No such reportable gifts)		
1	Clyde Monet	Tickets to World Cup games	\$ 350.00
2	The Executive Club	Honorary Membership (dues, like privileges)	\$ 1200.00
3			\$

*Notes to filer:*

\_\_\_ Do you, your spouse, or any dependent child have any reportable gifts other than transportation, lodging, food, or entertainment? If not, is the NONE box checked?

\_\_\_ Did you list the identity of the source, a description of the gift, and the actual dollar value?

\_\_\_ Can the gift be accepted?

Commentary

*If a stock is listed as a gift, the stock should also be reported in Part VII, Investments and Trusts, and "(X)" should be added to the description in Column A to explain the appearance of the new asset in Part VII.*

*The value of a gift is shown by a dollar amount, not by a value code.*

*If the gift is from an individual, the individual must be specifically named. It is not acceptable to identify the source of the gift as "boyfriend," "girlfriend," "friend," or "significant other."*

*The following opinions issued by the Committee on Codes of Conduct provide guidance on issues associated with this part.*

### Investitures and Similar Ceremonies

(a) *It is permissible for a judge to accept a gavel and a \$500 gift from a former client on the occasion of the judge's investiture. (Compendium § 4.8-3(a) (2009).)*

(b) *It is permissible for a judge to accept a gavel and a contribution toward the cost of the reception from a local bar association on the occasion of the judge's investiture. (Compendium § 4.8-3(b) (2009).)*

(c) *It is permissible for a judge to accept leather notebook and pen from Law Institute as a memento of a judge's presentation. (Compendium § 4.8-6(c) (2009).)*

(d) *It is permissible for a judge to be the guest of honor at a public dinner arranged by former law clerks, attended by lawyers and other members of the public, as well as the law clerks. The law clerks should make clear on the invitations and other papers relating to the dinner, not only the fact that the dinner is sponsored solely by present and former law clerks, but that the amount paid by other attendees is solely to cover the cost of the dinner, that no fund-raising activity is involved, and that no part of the amount paid for the dinner will be employed in the purchase of a gift for the honoree. (Compendium § 4.8-6(a) (2009).)*

### Gifts on Special Occasions

(a) *A judge may accept a gift of a trip aboard a cruising ship (costing about \$1500) on the occasion of 20th anniversary as a United States judge where the donees consist exclusively of persons who have worked directly with the judge (i.e., law clerks, secretaries, courtroom deputies, and court reporters), there are a sufficient number of donees that no individual contribution to the gift is unusually large, and the judge is not made aware of the amounts contributed by the respective donees. (Compendium § 4.8-8(a) (2009).)*

(b) *On occasion of taking senior status, judge may accept gift from law clerks of golfing trip. (Compendium § 4.8-8(b) (2009).)*

(c) *No impropriety for former law clerks to solicit from other law clerks to establish scholarship in honor of retiring judge. The Judge and present law clerks should not solicit. (Compendium § 4.8-8(c) (2009).)*

(d) *It would create an appearance of impropriety for a judge to permit a for-profit company to host a reception following the judge's investiture, where the judge had no pre-existing relationship with the company, would not otherwise have been required to recuse, and the circumstances would convey the impression that the company was in a special position to influence the judge. (Canon 2B and Compendium § 2.10(c) (2009).)*

### Miscellaneous Gift Rulings

(a) *It is permissible to accept books from West Publishing Company for official use. (Compendium § 4.8-10(a) (2009).)*

(b) *It is permissible for a judge's children to accept scholarships awarded on the same terms and based on the same criteria applied to other applicants. (Compendium § 4.8-10(b) (2009).)*

(c) *Gifts from a friend not prohibited where friend not likely to ever appear in judge's court. (Compendium § 4.8-10(c) (2009).)*

(d) *It is permissible for a judge to attend, and accept hospitality at bar association events and meetings of other organizations devoted to improvement of the law, legal system, or the administration of justice. With respect to attendance at cocktail parties hosted by law firms in connection with bar meetings, judicial conferences, and the like, there is no impropriety in a judge accepting such invitations in the absence of reason to believe that such attendance will reasonably reflect unfavorably on the judge's impartiality or is likely to be exploited by the law firm. (Advisory Opinion No. 17.)*

(e) *It is permissible for judges to attend bar association events such as receptions where a legal publishing firm has donated the hors d'oeuvres and beverages to the bar association. It is not appropriate, however, for a group of judges or judicial personnel to allow a legal publishing firm or other vendor doing business with their court to donate food and beverages for a meeting of the judges or judicial employees. (Compendium § 2.9(a) (2009).)*

### Honorary/Reduced-Rate Memberships

(a) *It is permissible for a judge to accept a free or reduced fee membership in a professional group or service organization, including a waiver or reduction in the initiation fee in such organization if it is customary in that community, similar privileges are extended to other public officials, the interests of the organizations have not and are not likely to come before the judge, and the judge is satisfied that the membership is not being used by the organization to promote its endeavors. Notwithstanding these provisions, judges are prohibited by Pub. L. No. 110-402 from accepting free or reduced fee memberships in social clubs if such memberships are valued more than \$50. (See Advisory Opinion No. 47.)*

(b) *It is permissible for a judge to accept a free membership in the "American Board of Trial Advocates," the organization being devoted to the improvement of the law. (Compendium § 4.8-2 (2009).)*

(c) *It is permissible to accept free membership in a local bar association. (Compendium § 4.8-2 (2009).)*

## VI. Liabilities

Information pertaining to the reporting person, spouse, and dependent children is required in this part.

In this part, list all of your, your spouse's and dependent children's liabilities to any creditor other than a spouse, parent, brother, sister, or child, which exceeded \$10,000 at any time during the reporting period. Sections 102(a)(4) and 102(e)(1)(E).

For annual reports, the reporting period is the calendar year preceding the date of the report. Section 102(a)(4). For initial and final reports, see Appendices I and II, respectively, for the appropriate reporting periods.

In this part, list the identity and category of value of each liability. The identity includes the name of the creditor and a description of the liability. Section 102(a)(4). To assist the reviewer, liabilities should be listed in the same order as in the previous report.

The value codes for the amount owed as of the end of the reporting period governed by Section 102(d)(1) of the Act and are shown on the report as follows:

J - \$15,000 or less	O - \$500,001 to \$1,000,000
K - \$15,001 to \$50,000	P1 - \$1,000,001 to \$5,000,000
L - \$50,001 to \$100,000	P2 - \$5,000,001 to \$25,000,000
M - \$100,001 to \$250,000	P3 - \$25,000,001 to \$50,000,000
N - \$250,001 to \$500,000	P4 - more than \$50,000,000

For ongoing obligations such as tuition agreements, reportability turns on the terms of the obligation itself. For tuition agreements, the obligation is reportable as a liability if the filer, spouse, or child is obligated to make payments which total more than \$10,000 during the reporting period, regardless of whether the student continues in the school.

The reporting requirement relates to obligations that at any time during the reporting period exceeded \$10,000, but the amount to be shown in the Value Code column is the amount owed as of the end of the reporting period. If the debt was entirely repaid before the end of the reporting period, enter "None" in the Value Code column.

### **You are not required to report:**

- any liability owed to a spouse, parent, brother, sister, or child. Section 102(a)(4).
- any mortgage, home equity loan, or line of credit secured by real property which is a personal residence of you or your spouse. Section 102(a)(4)(A).

- any loan secured by a personal motor vehicle, household furniture, or appliances that does not exceed the purchase price of the item securing the liability. Section 102(a)(4)(B).
- any information with respect to a spouse living separate and apart from you with the intention of terminating the marriage or providing for permanent separation or with respect to any income or obligations arising from the dissolution of the marriage or permanent separation. Section 102(e)(2).
- any revolving charge account whose balance did not exceed \$10,000 as of the close of the preceding calendar year.
- political campaign funds, including campaign receipts and expenditures. Section 102(g).
- any liability which is the sole liability or responsibility of the spouse or child; which is not derived from the assets, income or activities of the reporting person; from which the reporting person does not derive or expect to derive a benefit; and of which the reporting person has no knowledge. Section 102(e)(1)(E). Omission of such data indicates a certification of these statutory conditions. This rule also applies to the reporting of investments and trusts, see the Instructions for Part VII.

If you, your spouse, and dependent children did not have any reportable liabilities, check the "None" box rather than leaving Part VI blank.

<b>VI. LIABILITIES.</b> <i>(Includes those of spouse and dependent children. See pp. 32-33 of Instructions.)</i>			
	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>VALUE CODE*</u>
<input type="checkbox"/>	<b>NONE</b> (No reportable liabilities)		
1	Old National Bank	Credit Card	L
2	Bank of America	Mortgage on Rental Prop. #1, Alexandria, VA (Pt VII, line 2)	M
*Value Codes: J=\$15,000 or less      K=\$15,001-\$50,000      L=\$50,001-\$100,000      M=\$100,001-\$250,000 N=\$250,001-\$500,000      O=\$500,001-\$1,000,000      P1=\$1,000,001-\$5,000,000      P2=\$5,000,001-\$25,000,000 P3=\$25,000,001-\$50,000,000      P4=\$50,000,001 or more			

*Notes to filer:*

\_\_\_\_\_ *Do you, your spouse, or dependent child have any reportable liabilities over \$10,000?*

\_\_\_\_\_ *Did you list the identity of the creditor, a description of the liability, and a value code for the amount?*

\_\_\_\_\_ *If a mortgage is listed, is there a corresponding entry for the property in Part VII?*



## **VII. Investments and Trusts**

Information pertaining to the reporting person, spouse, and dependent children is required in this part.

### A. General

In this part, a complete listing is required of reportable assets owned by the reporting person, spouse, and dependent children. **Each asset must be individually listed and identified except as may be specifically provided otherwise (see Trusts, page 58).** Bank or brokerage house reports are not acceptable for compliance with these reporting requirements unless they succinctly contain all necessary information without requiring the reader to perform calculations or select out necessary data from a larger body of information. The use of bank or brokerage house statements as an alternative form of filing must have the advance approval of the Committee in accordance with page 6 of the filing instructions. Any request should be made sufficiently in advance of the filing deadline to permit careful consideration and discussion with the reporting person.

Report assets held during the preceding calendar year in a trade or business, or for investment or the production of income, which have a fair market value in excess of \$1,000 at the end of the year or from which you received income in excess of \$200 during the preceding calendar year. Sections 102(a)(3) and 102(a)(1)(B).

#### **You are not required to report:**

- Investments in the Thrift Savings Plan. Section 102(i)(1)(A).
- Any property, real or personal, not held in a trade or business, or for investment or the production of income. As examples, you need not report a private residence or personal automobiles. Section 102(a)(3).
- Any personal liability owed to you, your spouse, or dependent children by a spouse, or by a parent, brother, sister, or child of you or your spouse. Sections 102(a)(3) and 102(e)(1).
- Accounts in a financial institution (any form of deposit in a bank, savings and loan association, credit union, or similar financial institution), unless the aggregate amount of income for all an individual's income producing accounts at the institution for the reporting year is in excess of \$200, or the aggregate value at the end of the reporting year of all such income producing accounts is more than \$5,000. If either condition is met, the name of the financial institution, the amount of income, and the value of the accounts must be disclosed. Sections 102(a)(1)(B) and 102(a)(3).



- Asset information with respect to a spouse living separate and apart with the intention of terminating the marriage or providing for permanent separation. Section 102(e)(2).
- Political campaign funds, including campaign receipts and expenditures. Section 102(g).
- In Part VII, information associated with property which is the sole financial interest or responsibility of the spouse or child; which is not derived from the assets, income or activities of the reporting person; from which the reporting person does not derive or expect to derive a benefit; and of which the reporting person has no knowledge. Section 102(e)(1)(E). Omission of such data indicates a certification of these statutory conditions. This rule also applies to the reporting of liabilities, see the Instructions for Part VI.

To help reporting persons in instances where a position held in an economic entity may have a bearing on reporting requirements, the following should be used as guidance:

When a financial disclosure report contains information reflecting a filer's interest in a partnership or other business enterprise, the filer must disclose the assets held by the business entity if a filer can direct, influence or in any other manner affect the purchase, exchange, sale or disposition of the entity or property owned by the entity, or when the filer can influence policy decisions which affect the purchase, exchange, sale or disposition of the entity or of property which it owns.

For annual reports, the reporting period is the calendar year preceding the date of the report. Section 102(a)(1)(B). For initial and final reports, see Appendices I and II, respectively, for the appropriate period.

If you, your spouse, and dependent children did not have assets subject to reporting, check the "None" box rather than leaving Part VII blank.

#### Commentary

*Filers should compare the list of assets in Part VII from their prior report and their current report and ensure that an explanation is provided for every asset that does not appear on both reports. In most cases, this explanation would be the reporting of a transaction in Column D. In other cases, a parenthetical "(X)" or "(Y)" in Column A or a note in Part VIII would be appropriate. See pages 39-42, 52, 53, and 61 for detailed instructions and examples on these matters.*

*Investment income is to be contrasted with earned income. The crucial factor is the filer's services. If the filer's services are a material factor in the production of income, it is earned income and should be reported in Part III. However, limited partners usually receive investment income from the partnership, since they normally do not perform services for the partnership. Investment income includes returns on investments rather than compensation for personal*

services. It includes income derived from all forms of property, such as securities, funds, accounts, real estate, partnerships, joint ventures, businesses, and interests in trusts and estates.

An investment asset must be reported if either the income or value threshold is met:

- a) If the interest-bearing deposit accounts (savings, checking, or money market) in a bank or similar financial institution (credit union, savings & loan) produced more than \$200 in income or had a value greater than \$5,000, the name of the financial institution, the amount of income, and the value of the accounts must be disclosed;
- b) If any other asset (stocks, bonds, mutual funds, real estate) produced more than \$200 in income or had a value greater than \$1,000, at the end of the reporting period, the asset, its income, and its value must be disclosed.

Normally, any information pertaining to a personal residence is exempted from reporting. However, a second personal residence (e.g., a weekend or vacation home) should be reported if rental income is received for the use of the property.

The reporting of accounts in a financial institution does require some clarification. If the aggregate amount of income for all of an individual's accounts or the value of all such income producing accounts exceeds the established thresholds, then the aggregate totals for all accounts in that institution should be reported. It is important to apply the "threshold test" separately to each individual owner of the accounts, which would include the following:

- (1) accounts individually owned by filer,
- (2) accounts individually owned by spouse,
- (3) accounts individually owned by dependent child, and
- (4) accounts jointly owned by filer and spouse or dependent child.

It should be understood that a reporting exemption for failure to meet a threshold amount, or for any other reason, does not affect any inquiry or recusal obligation under the Code of Conduct for United States Judges.

## B. Description of Assets

In completing Part VII, a separate description of each asset listed is required. To assist the reviewer, assets should be listed in the same order as in the previous report. Each asset reported should be described in sufficient detail so the reader can tell what the property is. As examples:

- For stocks, bonds, and other securities indicate the type of the holding, "common," etc., and its name. Commonly understood abbreviations are permitted such as stock ticker symbols (e.g., "JNJ" for "Johnson & Johnson") or trademarked names (e.g., "GE" for "General Electric" or "GM" for "General Motors").
- For a cash equivalent account (savings, interest checking, money market, CDs) within a bank, credit union, savings and loan, or similar financial institution (distinguished from accounts invested in stocks and bonds) valued at or aggregating over \$5,000, list the name of the institution (e.g., Bank of America or Federal Courts Savings and Loan) followed by "Account" (or "Accounts," if there is more than one account). Do not list account numbers or addresses for a financial institution or its branches. You need not indicate the precise type of cash equivalent account (e.g., "checking," "savings," "N.O.W."). Information for all cash equivalent accounts at each institution may be aggregated.
- For a brokerage account or stock management account with a financial management company, bank, or similar financial institution, list the individual stocks, the full names of mutual funds or money market funds, bonds, cash equivalent accounts, and other assets therein. You also should include the name of the financial institution or brokerage account when it is part of the name of the asset (e.g., Fidelity Money Market Account or Vanguard cash holding account). Account headers may be used for ease of reporting but are not required and should not include addresses or account numbers (e.g., SunTrust Bank Brokerage Account or Brokerage Account #1).
- For notes or accounts receivable, indicate the nature of the receivable and the name of the debtor(s).
- For each real estate interest, indicate the general geographic location, such as city or county and state. If more than one parcel of real estate is owned in the same geographic area, you may identify each parcel by number, i.e., Parcel 1, 2, 3, etc., rather than identifying each parcel by street address, lot, or block number.
- For an interest in a trust, indicate the nature of the interest (e.g., "income beneficiary") and the name (if appropriate) of the trust.
- For an interest in a mutual fund or pooled or common trust fund administered by an independent financial or brokerage institution, furnish the name of the specific fund (e.g., Kemper-Dreman Financial Services Fund B).

- For each royalty or other mineral interest (including oil and gas):
  - (a) Royalty interest in minerals - an interest in minerals in a particular parcel of real property (whether or not the filer owns the surface rights), and regardless of whether minerals are currently being produced, should be reported as a real property interest - the description in Part VII, Column A, should indicate "Mineral Interest" or "Royalty Interest" and indicate the city or county and state in which the property is located. For example: "Royalty Interest, Clay County, Kansas."
  - (b) Investor interest in mineral production enterprise - an investment in a mineral production enterprise for a percentage interest in the profits should be described in Part VII, Column A by listing the name of the enterprise and the location of the business, but not the locations of wells. For example: "ABC Joint Venture - Oklahoma City, OK." The income description in Column B(2) may be "Royalty" (if the filer receives a fixed payment for each barrel, ton, or other unit of production) or "distribution" (if the filer receives a share of the profits).
  - (c) Working interest in minerals - a participation in the drilling enterprise in minerals owned by the filer (where the filer has elected to take a share of production profits rather than a royalty payment) should be listed in Part VII, Column A as "working interest" with the name of the well or mine, and the county and state in which it is located. For example: "Working Interest - Clay #1, Sand County, MO." The income description in Column B(2) should be "royalty."
- An interest in the investment value of an annuity should be reported in Part VII, whether or not contributions are continuing to be made.
- Life insurance policies are issued in two basic varieties: "term" and "cash value" insurance.

Term insurance pays a benefit if the insured person dies during the term of the policy and when the policy expires, no value remains. As the insured person does not have an ownership interest in the value of the policy, term insurance is not reportable in Part VII.

Cash value insurance is part insurance and part investment. Such policies require premiums during the life of the insured person in exchange for a fixed sum of money to a beneficiary when the insured person dies. A part of the premiums pays for the expense of the insurance portion of the policy, and the remainder goes into a tax-deferred cash reserve which is invested and builds the policy's cash value. An insured person would have an ownership interest in the investment portion of such a policy that would be reported in Part VII. The filer would have no control over the assets of a "whole life" or "universal life" policy. For these types of policies, the filer should report in Column A the name of the insurance company

and the type, for example, "Prudential Whole Life" or "Metlife: Universal Variable."

Generally, the purchaser of an insurance policy does not select specific investment funds other than a general category of risk, e.g., high, medium, or low-risk. Under a "variable" or "universal variable" policy that allows the insured person to choose specific investments from options offered by the insurer, the filer should report in Column A the name of the insurance company and the fund that he or she has selected, for example, "Prudential Variable Life: Prudential Money Market Fund." If assets were allocated to more than one fund, all funds to which investments were allocated should be reported.

- Educational savings plans must be reported if the filer, the filer's spouse, or dependent child has the present right to access or control the account or its contents. If the plan allows for the selection of assets within the account (beyond merely selecting a category of risk, e.g., high, medium, low, or an "age based" strategy), then the plan is considered self-directed and every asset in excess of \$1,000 in value or which pays or accrues more than \$200 in income must be reported, even if investment decisions are deferred to a plan manager. However, if it is not possible to select the assets within the plan, or if it is possible to select only the level of risk (such as in many state sponsored plans and prepaid tuition credit plans), the filer needs to report in Column A only the specific name of the plan and not the underlying assets.

At times, reporting persons inadvertently omit the listing of assets, and correct the previous year's errors in the following year's report. Also, assets which were reported in one year may fail a qualifying requirement (such as a value of \$1,000) in the following year and thus are not reported. When this occurs, the asset should be listed in Part VII, Column A, along with a parenthetical "(Y)," or a note should be included in Part VIII with a reference in Part VII, to avoid a letter of inquiry (see instructions on page 53).

In addition, identify with a parenthetical "(X)" assets which become reportable without a corresponding reportable transaction, such as previously owned assets which increase in value above the reporting thresholds, assets received as gifts from family members, or assets belonging to a spouse which became reportable during the reporting period upon the filer's marriage. This should preclude a letter of inquiry from the Committee (see instructions on page 52).

**VII. Page 1 INVESTMENTS and TRUSTS -- income, value, transactions** *(Includes those of spouse and dependent children. See pp. 34-60 of Instructions.)*

A. Description of Assets (including trust assets)  <i>Place "(X)" after each asset exempt from prior disclosure.</i>	B. Income during reporting period		C. Gross value at end of reporting period		D. Transactions during reporting period				
	(1)	(2)	(1)	(2)	(1)	If not exempt from disclosure			
	Amt. Code1 (A-H)	Type (e.g., div., rent or int.)	Value Code2 (J-P)	Value Method Code3 (Q-W)	Type (e.g., buy, sell, redemption)	(2) Date mm/dd/yy	(3) Value Code2 (J-P)	(4) Gain Code1 (A-H)	(5) Identity of buyer/seller (if private transaction)
<input type="checkbox"/> <b>NONE</b> (No reportable income, assets, or transactions)									
1 Oracle Common Stock (Y)									
2 Rental Property #1, Alexandria, VA (1995 \$200,000)	A	Rent	O	R					
3 Bank of America (IRA) (CDs)	B	Interest	K	T					
4 Cabin Creek National Bank Stock (X)	A	Dividend	J	T					
5 Fidelity Magellan K Mutual Fund	B	Dividend	K	T					
6 NY State Urban Dev. Corp. Muni. Bond	A	Interest	J	T					
7 Mineral rights, Parcel 1, Oil County, Oklahoma (Purchase 1950, \$10,000)		None	J	R					
8 ABC Drilling Partners, Tulsa, OK	B	Dist.	M	W					
9 Working Interest - Spindletop #2, Hard Rock County, OK	C	Royalty	J	W					
10 Brokerage Account #1									
11 - Fidelity Money Market Account	A	Interest	J	T					
12 - ABC Company Stock	B	Dividend	K	T					
13 - XYZ Corporate Bonds	A	Interest	K	T					
1	Income/Gain Codes: A=\$1,000 or less B=\$1,001-\$2,500 C=\$2,501-\$5,000 D=\$5,001-\$15,000 E=\$15,001-\$50,000 (See Col. B1, D4)		F=\$50,001-\$100,000 G=\$100,001-\$1,000,000 H1=\$1,000,001-\$5,000,000 H2=More than \$5,000,000						
2	Value Codes: J=\$15,000 or less K=\$15,001-\$50,000 L=\$50,001-\$100,000 M=\$100,001-\$250,000 (See Col. C1, D3)		N=\$250,001-\$500,000 O=\$500,001-\$1,000,000 P1=\$1,000,001-\$5,000,000 P2=\$5,000,001-\$25,000,000 P3=\$25,000,001-\$50,000,000 P4=More than \$50,000,000						
3	Value Method Codes: Q=Appraisal U=Book value		R=Cost (real estate only) V=Other		S=Assessment W=Estimated		T=Cash/Market		

**VII. Page 2 INVESTMENTS and TRUSTS -- income, value, transactions** *(Includes those of spouse and dependent children. See pp. 34-60 of Instructions.)*

A. Description of Assets (including trust assets)  <i>Place "(X)" after each asset exempt from prior disclosure.</i>	B. Income during reporting period		C. Gross value at end of reporting period		D. Transactions during reporting period				
	(1)	(2)	(1)	(2)	(1)	If not exempt from disclosure			
	Amt. Code1 (A-H)	Type (e.g., div., rent or int.)	Value Code2 (J-P)	Value Method Code3 (Q-W)	Type (e.g., buy, sell, redemption)	(2) Date mm/dd/yy	(3) Value Code2 (J-P)	(4) Gain Code1 (A-H)	(5) Identity of buyer/seller (if private transaction)
<input type="checkbox"/> <b>NONE</b> (No reportable income, assets, or transactions)									
14 - DEF Aggressive Growth Mutual Fund	C	Dividend	L	T					
15 Prudential: Variable Life Policy	B	Interest	L	T					
16 Circus Enterprises	A	Dividend	J	T					
17 Cotton Candy Co. (Spinoff of Circus Enterprises)		None	J	T					
18 General Motors Bonds (X)	A	Interest	M	T					
19 General Mills Bonds	A	Interest	M	T					
20 General Foods Bonds	A	Interest	M	T					
21 Robert Thomas, personal loan - note receivable	A	Interest	J	T					
22 Time Warner (formerly known as AOL Time Warner)	A	Dividend	K	T					
1	Income/Gain Codes: A=\$1,000 or less (See Col. B1, D4) F=\$50,001- \$100,000		B=\$1,001-\$2,500 G=\$100,001-\$1,000,000		C=\$2,501-\$5,000 H1=\$1,000,001-\$5,000,000		D=\$5,001-\$15,000 H2=More than \$5,000,000		E=\$15,001-\$50,000
2	Value Codes: (See Col. C1, D3) J=\$15,000 or less N=\$250,001-\$500,000 P3=\$25,000,001-\$50,000,000		K=\$15,001-\$50,000 O=\$500,001-\$1,000,000 P4=More than \$50,000,000		L=\$50,001- \$100,000 P1=\$1,000,001-\$5,000,000		M=\$100,001-\$250,000 P2=\$5,000,001-\$25,000,000		
3	Value Method Codes: (See Col. C2) Q=Appraisal U=Book value		R=Cost (real estate only) V=Other		S=Assessment W=Estimated		T=Cash/Market		



*Notes to Filer:*

- \_\_\_\_\_ *Do you identify the asset in Column A in sufficient detail to clearly identify the type of property? If no assets are listed, is the NONE box checked?*
- \_\_\_\_\_ *If a real estate interest is listed, is the city or county and state listed?*
- \_\_\_\_\_ *If a financial institution is listed, is the institution clearly identified?*
- \_\_\_\_\_ *If a note or account receivable is listed, are the debtor names and the nature of the debt described?*
- \_\_\_\_\_ *If a gas, oil, or mineral interest is listed, do you identify the city or county and state and the name of the energy company or other payor of royalties, working interests, or rentals?*
- \_\_\_\_\_ *Do you clearly identify stocks, bonds, mutual funds and the underlying assets of IRAs and brokerage accounts?*
- \_\_\_\_\_ *If the asset was not listed on the previous report, do you include transactional information in Column D or a parenthetical "(X)" in Column A denoting that the asset was not previously reportable?*
- \_\_\_\_\_ *If the asset was listed on the previous report, do you include transactional information in Column D or a parenthetical "(Y)" in Column A denoting that the asset is no longer reportable?*
- \_\_\_\_\_ *If you listed a position in Part I as trustee, administrator, custodian, etc., is the estate or trust listed and are the assets therein properly identified?*

*Commentary*

*When listing stocks, bonds, and other securities, the individual name or commonly understood abbreviation should be provided. Stocks should be indicated as "common" or "preferred." Bonds and other securities should have enough detail in the description to differentiate that asset from other similar assets listed. This is particularly helpful for the reviewer and examiner when the filer reports multiple bonds or securities in the same or similar series, or brokerage accounts that list accounts in the name of the firm.*

*When reporting accounts with financial institutions, the type of account does not need to be listed.*

*When reporting an interest in a mutual fund or common trust fund, the name of the specific fund is required, e.g., Kemper-Dreman Financial Services Fund B. There is no requirement to list the individual assets. An interest in a trust, estate, or similar entity*



*requires the listing of each individual asset unless the exemptions from disclosure of the individual assets listed in VII(G)2, Trusts, (page 58 of the filing instructions) are met.*

*The reviewer and examiner will note when an asset appears on the current report and is not listed on the prior report and there is no transaction information in Column D. In this situation, the filer should place a parenthetical "(X)" in Column A denoting that the asset was exempt from disclosure in the prior report.*

*It is important to recognize that in almost every instance where a filer is a trustee, executor, administrator, custodian etc., the filer has the legal authority and responsibility to exercise control over and manage the assets in a trust or estate. It is this authority based on the filer's fiduciary responsibilities to control the purchase, sale, or other disposition of the assets that requires the filer to list the assets in this part.*

*Filers should take special care when disclosing an IRA. They are merely arrangements for holding other investments on a tax-deferred basis. The focus should be placed on the underlying investments which should be disclosed:*

- Many IRAs are invested in cash-equivalent accounts, such as a money market account, certificate of deposit, or other deposit account in a bank, credit union, or savings and loan. No further information about these accounts is required to be disclosed. In this regard, see line 3 of the example on page 46.*
- However, IRA accounts are also offered by brokers and investment firms for investment in stocks and bonds. If the IRA account contains any other type of entity, such as mutual funds, stocks, or bonds, the filer must disclose the underlying holdings in the account. In this regard, see lines 5-8 of the example on page 57.*

*The next question is the authority to select investment assets that will be bought or sold by the plan:*

- If the filer can select the assets that will be purchased or sold (beyond merely selecting a risk category, e.g., high, medium, or low), the plan is considered "self-directed," and every asset in excess of \$1,000 in value or which pays more than \$200 in income must be reported. NOTE: So long as the filer has the power to choose investment assets - even if he or she generally defers to the decisions of an investment manager - the individual assets must be listed.*
- If the filer does not control the selection of assets (or can only choose a general category of risk, e.g., low, medium, or high), the filer needs to report in Column A only the specific name of the fund and not the underlying assets. As described in later sections, the information required in Columns B, C, and D will relate to the fund as a whole, and not the individual assets held by that fund. Assets held in tax-deferred retirement or pension accounts, including 401(k), 403(b), and SEP*

*(Simplified Employee Pension) Plans maintained and controlled by a former employer, e.g., a former law firm, TIAA-CREF, state and county governments, and other similar entities are not considered self-directed by the individual and qualify as "common trust funds." In addition, tax-deferred investment products from insurance companies, e.g., annuities, are also not considered self-directed. Therefore, the filer is not required to provide any details about the individual assets held by those plans, but is only required to list the name of the specific plan in Column A.*

C. Income

In Column B of Part VII, the income from listed assets must be shown. The disclosure of the gross amount and the type of income – dividends, rent, interest, or income from discharge of indebtedness – is required. Sections 102(a)(1)(B) and 109(7). All income is reportable, whether taxable, tax deferred, or tax exempt. When no income is received (or there is a loss) Column B1 under Amount should be left blank and the word "NONE" should appear in Column B2 under Type. When some income is received, the appropriate code, reflecting the amount, should be used. The ranges are required by statute and the coded amounts for income are listed on the reporting form as follows:

- A - \$1,000 or less
- B - \$1,001 to \$2,500
- C - \$2,501 to \$5,000
- D - \$5,001 to \$15,000
- E - \$15,001 to \$50,000
- F - \$50,001 to \$100,000
- G - \$100,001 to \$1,000,000
- H1 - \$1,000,001 to \$5,000,000
- H2 - More than \$5,000,000

Section 102(a)(1)(B).

The same ranges and codes are used to report capital gains associated with transactions in Column D of Part VII. However, capital gains associated with "distributions" should be treated and reported as dividends in Column B.

Regular, periodic payments of an annuity are treated as a return of the filer's investment and are, therefore, not reported as income. A filer need not report in Column B income received by the investments underlying an annuity which pays a fixed amount, and the filer should enter "NONE" in Column B(2) for such annuities. However, if the amount payable is variable according to returns on investment, the filer should report in Column B the amount credited to his or her annuity contract.

Dividends or interest received in the investment component of a cash value life insurance policy (whole life, universal life, variable life, or universal variable life), whether used to reduce premiums paid or to increase the amount of coverage, should be reported in Column B.

Column B must be completed even if an asset is entirely sold during the reporting period. If no income was received, enter "NONE" in Column B(2).

**VII. Page 1 INVESTMENTS and TRUSTS -- income, value, transactions** (Includes those of spouse and dependent children. See pp. 34-60 of Instructions.)

A. Description of Assets (including trust assets)  <i>Place "(X)" after each asset exempt from prior disclosure.</i>	B. Income during reporting period		C. Gross value at end of reporting period		D. Transactions during reporting period				
	(1)	(2)	(1)	(2)	(1)	If not exempt from disclosure			
	Amt. Code1 (A-H)	Type (e.g., div., rent or int.)	Value Code2 (J-P)	Value Method Code3 (Q-W)	Type (e.g., buy, sell, redemption)	(2) Date mm/dd/yy	(3) Value Code2 (J-P)	(4) Gain Code1 (A-H)	(5) Identity of buyer/seller (if private transaction)
<input type="checkbox"/> <b>NONE</b> (No reportable income, assets, or transactions)									
1 Oracle Common Stock		None	J	T					
2 Rental Property #1, Alexandria, VA. (1995 \$200,000)	D	Rent			Sold	11/4/09	K		John Smith
3 Bank of America (IRA) (CDs)	A	Interest	K	T					
4 Cabin Creek National Bank Stock (X)	B	Dividend	J	T					
5 Fidelity Magellan K Mutual Fund	B	Dividend	L	T					
6 NY State Urban Dev. Corp. Muni. Bond	A	Interest	J	T					
1	Income/Gain Codes: A=\$1,000 or less (See Col. B1, D4) F=\$50,001-\$100,000		B=\$1,001-\$2,500 G=\$100,001-\$1,000,000		C=\$2,501-\$5,000 H1=\$1,000,001-\$5,000,000		D=\$5,001-\$15,000 H2=More than \$5,000,000		E=\$15,001-\$50,000
2	Value Codes: (See Col. C1, D3) J=\$15,000 or less N=\$250,001-\$500,000 P3=\$25,000,001-\$50,000,000		K=\$15,001-\$50,000 O=\$500,001-\$1,000,000 P4=More than \$50,000,000		L=\$50,001-\$100,000 P1=\$1,000,001-\$5,000,000		M=\$100,001-\$250,000 P2=\$5,000,001-\$25,000,000		
3	Value Method Codes: (See Col. C2) Q=Appraisal U=Book value		R=Cost (real estate only) V=Other		S=Assessment W=Estimated		T=Cash/Market		

Notes to filer:

\_\_\_\_\_ Do you disclose in Column B the amount and type of income?

\_\_\_\_\_ If you indicate "NONE" in Column B(2), did you leave Column B(1) blank?

Commentary

Column B(1), the income amount code, and Column B(2), the type of income, should both be completed if you have income. If no income was received, Column B(1) should be left blank and the word "None" should appear in Column B(2). When some income is received, then the appropriate income amount code and type should be provided.

*Some filers question whether to report income from IRAs (Individual Retirement Account) or other retirement or pension plans where they are not actually drawing income from the account. All income should be reported, whether taxable, tax deferred, or tax exempt. For any mutual fund, IRA, pension fund, or other pooled investment plan, filers should report in Column B any dividend, interest, or capital gain income that is earned by the fund and credited to the filer's account. This type of income is generally reported on the Form 1099-Div that is issued for income tax purposes. Certain retirement and investment funds do not credit income to the individual accounts but instead report a "unit value" to participants. If no income is reported as having been credited to the filer's account, leave Column B(1) blank and enter "NONE" in Column B(2). Filers are not required to disclose as income any increase or decrease in the value of their account resulting solely from the change in market value of assets, even though these values are commonly highlighted in reports to investors. The market value of assets is reflected in the entries in Column C.*

D. Value

In Column C, the gross value of the asset at the end of the reporting period is reported. Section 102(a)(3). Accordingly, if an asset is entirely sold before the end of the reporting period, Column C should be left blank. The statutory value ranges and a value code for each range are listed on the bottom of the form. These same values are used for the value of reported assets in Column C and for the value of assets reported in the transaction part of Part VII, Column D. They are as follows:

J - \$15,000 or less	O - \$500,001 to \$1,000,000
K - \$15,001 to \$50,000	P1 - \$1,000,001 to \$ 5,000,000
L - \$50,001 to \$100,000	P2 - \$5,000,001 to \$25,000,000
M - \$100,001 to \$250,000	P3 - \$25,000,001 to \$50,000,000
N - \$250,001 to \$500,000	P4 - More than \$50,000,000

Section 102(d)(1).

In addition, the method used for valuation should be reported in Column C. These are coded as follows:

Q - Appraisal. Indicate in Part VII-A or Part VIII the date of the appraisal.

R - Cost. This method may be used only for real property or an interest in a real estate partnership. If used, show in Part VII, Column A or Part VIII the date of purchase and the amount, not just the category code, of the purchase price.

S - Assessment -- assessed value for tax purposes. If this method is used, show in Part VII, Column A or Part VIII the amount, not just the category code, of the assessed value and, if the property is assessed at less than 100% of its value, adjust the assessed value to reflect the current value and explain your adjustment.

T - Cash/Market. The quoted market price of publicly traded stocks and other securities; the face value of interest bearing corporate or municipal bonds or comparable securities; the balance or surrender value of certificates of deposit, savings and checking accounts, money market funds, etc.

U - Book. The net worth of a proprietorship, partnership interest, or corporate stock according to the books of such entity. This method may be used only for property interests not publicly traded.

V - Other. Any other recognized indication of value, such as current selling price of a comparable interest. (If this code is used, you must describe in Part VII, Column A or Part VIII the method used.)

W - Estimated. Your good faith estimate of the value of property if its exact value is not known and a more accurate determination of its value cannot be easily obtained by another method.

The gross value of the property should be indicated without reductions for mortgages, etc. References may be made in Part VII to mortgages included in Part VI (Liabilities).

The value of the investment component of a cash value life insurance policy should be reported in Column C. Do not report the "face value" or value of the death benefit under the policy.

*Notes to Filer:*

\_\_\_\_\_ Do you list in Column C(1) the gross value code (J-P) at the end of the reporting period?

\_\_\_\_\_ Do you list in Column C(2) the correct value method code (Q-W) reflecting how the value of the asset was determined?

\_\_\_\_\_ If you used value method codes "Q," "R," "S," or "V," did you include the appropriate information in Column A or Part VIII?

#### Commentary

*If an asset is entirely sold during the reporting period, then Column C should be left blank. However, if an asset is partially sold (such as a portion of the total shares of stock owned), then Column C should be completed.*

*In addition, it should be emphasized that in Column C(2), there are four value method codes which require additional information in either Column A or Part VIII. Filers tend to forget that each report must stand on its own and as a result often fail to provide the following on their report each year:*

(1) "Q" - Appraisal - the date of the appraisal.

(2) "R" - Cost - the date of purchase and the dollar amount of the purchase price.

(3) "S" - Assessment - the dollar amount of the assessed value.

(4) "V" - Other - the filer must describe the method used in Column A (Description of Assets) or Part VIII.

**VII. Page 1 INVESTMENTS and TRUSTS -- income, value, transactions** (Includes those of spouse and dependent children. See pp. 34-60 of Instructions.)

A. Description of Assets (including trust assets)  <i>Place "(X)" after each asset exempt from prior disclosure.</i>	B. Income during reporting period		C. Gross value at end of reporting period		D. Transactions during reporting period				
	(1)	(2)	(1)	(2)	(1)	If not exempt from disclosure			
	Amt. Code1 (A-H)	Type (e.g., div., rent or int.)	Value Code2 (J-P)	Value Method Code3 (Q-W)	Type (e.g., buy, sell, redemption)	(2) Date mm/dd/yy	(3) Value Code2 (J-P)	(4) Gain Code1 (A-H)	(5) Identity of buyer/seller (if private transaction)
<input type="checkbox"/> <b>NONE</b> (No reportable income, assets, or transactions)									
1 Oracle Common Stock		None	K	T					
2 Rental Property #1, Alexandria, VA (1995 \$200,000)	D	rent R	M	R					
3 Rental Property #2, Alexandria, VA	F	Rent	K	V					See note in Part VIII
4 Bank of America (IRA) (CDs)	A	Interest	J	T					
5 Cabin Creek National Bank Stock (X)	B	Dividend	J	U	Sold (part)	5/30/09	J		
6 Fidelity Magellan K Mutual Fund	B	Dividend			Sold	6/5/09	K		
7 NY State Urban Dev. Corp. Muni. Bond	A	Interest	J	T					
1	Income/Gain Codes: A=\$1,000 or less B=\$1,001-\$2,500 C=\$2,501-\$5,000 D=\$5,001-\$15,000 E=\$15,001-\$50,000 (See Col. B1, D4) F=\$50,001-\$100,000 G=\$100,001-\$1,000,000 H1=\$1,000,001-\$5,000,000 H2=More than \$5,000,000								
2	Value Codes: J=\$15,000 or less K=\$15,001-\$50,000 L=\$50,001-\$100,000 M=\$100,001-\$250,000 (See Col. C1, D3) N=\$250,001-\$500,000 O=\$500,001-\$1,000,000 P1=\$1,000,001-\$5,000,000 P2=\$5,000,001-\$25,000,000 P3=\$25,000,001-\$50,000,000 P4=More than \$50,000,000								
3	Value Method Codes: Q=Appraisal U=Book value R=Cost (real estate only) V=Other S=Assessment T=Cash/Market (See Col. C2) W=Estimated								



E. Transactions

Information on transactions should be entered in Column D. Transactions to be reported involve any purchase, sale or exchange during the reporting period which exceeds \$1,000. Section 102(a)(5).

As to each acquisition or disposition, you should disclose:

- a) the type of transaction, e.g., buy, sell, redeem, etc.;
- b) the date of the transaction;
- c) the value category code indicating the value of the consideration paid or received (codes J-P);
- d) the capital gain realized on disposition, using the appropriate income category code (codes A-H);
- e) the identity of the buyer or seller unless the transaction was conducted through public trading, as on a stock or commodities exchange;
- f) the liquidation of a bank account or money market fund that may have been reported on a prior report.

If an asset has been bought and sold during the same reporting period, provide the required information about both transactions on successive lines (see example on page 53, lines 6 and 7).

In most corporate mergers and reorganizations, shareholders play a passive role and realize no taxable capital gains. Accordingly, where a non-taxable corporate reorganization results in the listing of a new asset or the omission of an asset disclosed on the previous report with no purchase or sale by the filer, the change of name should be explained with a note in Column A or in Part VIII, as appropriate. For example, if the filer listed the "ABC Company" on a previous report and it has since been merged into the "XYZ Company," the filer should list "XYZ Co. (formerly ABC Co.)" in Column A. Only if the filer is required to report a capital gain for income tax purposes would a merger be treated as a transaction. Also, if the filer sells the shares of the new corporation after the merger, that transaction must be reported.

Income received pursuant to an annuity contract owned by the filer (or filer's spouse) need not be reported as a transaction in Column D. Similarly, the withdrawal of a portion of the investment component of a life insurance policy need not be reported as a transaction in Column D, but a cancellation or withdrawal of the entire balance so as to end the policy should be reported as "closed."

The value category codes, codes J-P, which for convenient reference are also shown at the bottom of the report, are listed above under VALUE.

The income category codes, codes A-H, for reporting capital gains, which for convenient reference are also shown at the bottom of the report, are listed above under INCOME. If there is a loss, or no gain or loss, Column D4 under GAIN should be left blank.

**You are not required to report:**

- transactions solely between yourself, your spouse, and your dependent children; Section 102(a)(5);
- transactions in which the then fair market value of consideration paid or received did not exceed \$1,000; Section 102(a)(5);
- transactions involving property used solely as the personal residence of you or your spouse; Section 102(a)(5)(A);
- transactions involving a mere change of form of assets, e.g., a stock split;
- transactions involving deposits or withdrawals from bank accounts, money market accounts, and certificates of deposit within any given financial institution, other than the opening or closing of all accounts at such institution;
- transactions involving the reinvestment of dividends, interest, and capital gain distributions;
- inheritances received by the filer or the filer's spouse or dependent children; or
- gifts made to a charity or to a non-dependent relative by the filer or the filer's spouse or dependent children.

However, if a transaction not reported under these exceptions would result in an asset being added to or removed from the list of assets in Part VII:

- a) for the opening or closing of a bank account with a transaction involving less than \$1,000, insert "Open" or "Closed" in Column D(1) and leave Columns D(2) through D(5) blank;
- b) for an asset acquired through an exempt transaction (such as an inheritance or exempt gift), or for an asset which became reportable by virtue of the filer's marriage, because its value or income increased to a level above the reporting threshold, or upon any event which does not otherwise constitute a reportable transaction, insert "(X)" after the asset description in Column A;
- c) for an asset disposed of through a charitable donation, insert "donated" in Column D(1) and leave Columns D(2) through D(5) blank or include an explanatory note in Part VIII to avoid an inquiry about the change in the list of assets; and

- d) except as noted above, for a previously reported asset that becomes unreportable without a corresponding reportable transaction (i.e., when an asset's value and income fall below reporting thresholds, or upon emancipation of a dependent child, dissolution of marriage, reversion of rental property to personal residence), insert "(Y)" after the asset description in Column A and leave Columns B-D blank, or include an explanatory note in Part VIII. In subsequent years, this asset should be deleted from Part VII.

Please ensure that the entries in Columns C and D are consistent:

- If property is entirely disposed of during the reporting year, Column C should be left blank;
- If property is partially disposed of during the reporting year, Column C should be completed and Column D(1) should include "Part" (e.g., "Sold (part)" or "Redeemed (part)").

VII. Page 1 INVESTMENTS and TRUSTS -- income, value, transactions (Includes those of spouse and dependent children. See pp. 34-60 of Instructions.)									
A. Description of Assets (including trust assets)  <i>Place "(X)" after each asset exempt from prior disclosure.</i>	B. Income during reporting period		C. Gross value at end of reporting period		D. Transactions during reporting period				
	(1)	(2)	(1)	(2)	(1)	If not exempt from disclosure			
	Amt. Code1 (A-H)	Type (e.g., div., rent or int.)	Value Code2 (J-P)	Value Method Code3 (Q-W)	Type (e.g., buy, sell, redemption)	(2) Date mm/dd/yy	(3) Value Code2 (J-P)	(4) Gain Code1 (A-H)	(5) Identity of buyer/seller (if private transaction)
<input type="checkbox"/> <b>NONE</b> (No reportable income, assets, or transactions)									
1 Lego Common Stock		None	K	T	Buy	7/10/09	J		
2					Sold (part)	9/1/09	J	A	
3					Buy	12/1/09	J		
4 Rental Property #1, Alexandria, VA (Y)									
5 Bank of America (IRA) (CDs) (formerly known as NationsBank)	A	Interest	J	T	Buy	11/10/09	J		
6 Verizon (formerly known as Bell Atlantic)	A	Dividend			Buy	2/5/09	K		
7					Sold	11/3/09	K	A	
8 Cabin Creek National Bank Stock (X)	B	Dividend	K	U	Sold (part)	4/8/09	J	A	Jerry West
9 Fidelity Magellan K Mutual Fund	B	Dividend	K	T	Buy	4/15/09	J		
10 NY State Urban Dev. Corp. Muni. Bond	A	Interest			Redeemed	7/5/09	J		
11 Real estate, Sussex County, Delaware		None			Donated				
1	Income/Gain Codes: A=\$1,000 or less (See Col. B1, D4)		B=\$1,001-\$2,500 G=\$100,001-\$1,000,000		C=\$2,501-\$5,000 H1=\$1,000,001-\$5,000,000		D=\$5,001-\$15,000 H2=More than \$5,000,000		E=\$15,001-\$50,000
2	Value Codes: J=\$15,000 or less (See Col. C1, D3)		K=\$15,001-\$50,000 O=\$500,001-\$1,000,000 P4=More than \$50,000,000		L=\$50,001-\$100,000 P1=\$1,000,001-\$5,000,000		M=\$100,001-\$250,000 P2=\$5,000,001-\$25,000,000		
3	Value Method Codes: Q=Appraisal (See Col. C2)		R=Cost (real estate only) V=Other		S=Assessment W=Estimated		T=Cash/Market		

*Notes to filer:*

\_\_\_\_\_ *If the asset is a new listing, do you include "(X)" in Column A or list in Column D information on the corresponding transaction?*

\_\_\_\_\_ *If an asset is eliminated, do you include "(Y)" in Column A or list in Column D information on the corresponding transaction?*

\_\_\_\_\_ *Do you list the date of the transaction in Column D(2)?*

\_\_\_\_\_ *Do you list in Column D(3) the value code (J-P) indicating the value of the consideration paid or received for the asset?*

\_\_\_\_\_ *Do you list in Column D(4) capital gain (income codes A-H) realized on the disposition of the asset or leave this column "blank" if there was no gain or a loss?*

\_\_\_\_\_ *If an asset is partially disposed of or sold, did you indicate "Sold (part)" in Column D(1)?*

\_\_\_\_\_ *If an asset was completely disposed of or sold, did you leave Column C blank and complete Columns D(1)-(5) as appropriate?*

\_\_\_\_\_ *Do you list the identity of the buyer or seller for all transactions not conducted through public trading, as on a stock or commodities exchange?*

F. Widely Held Investment Funds

A fund is a widely held investment fund if it:

is publicly traded or the assets of the fund are widely diversified, and the reporting person neither exercises control, nor has the ability to exercise control over the financial interests held by the fund. Section 102(f)(8).

A reporting person must report holdings in widely held investment funds. The reporting person must report the income from the fund, the end of period value, and transactions with regard to the fund. The reporting person is not required to report the individual assets owned by the fund, or the transactions engaged in by the fund. Rather, the fund itself, is considered to be the source of the income obtained therefrom, even though that income includes dividends, interest on capital gains earned with respect to stocks, bonds, etc., held by the fund. Accordingly, a reporting person would report a widely held fund as follows:

VII. Page 1 INVESTMENTS and TRUSTS -- income, value, transactions (Includes those of spouse and dependent children. See pp. 34-60 of Instructions.)									
A. Description of Assets (including trust assets)  <i>Place "(X)" after each asset exempt from prior disclosure.</i>	B. Income during reporting period		C. Gross value at end of reporting period		D. Transactions during reporting period				
	(1) Amt. Code1 (A-H)	(2) Type (e.g., div., rent or int.)	(1) Value2 Code (J-P)	(2) Value Method3 Code (Q-W)	(1) Type (e.g., buy, sell, redemption)	If not exempt from disclosure			
						(2) Date mm/dd/yy	(3) Value 2 Code (J-P)	(4) Gain1 Code (A-H)	(5) Identity of buyer/seller (if private transaction)
<input type="checkbox"/> <b>NONE</b> (No reportable income, assets, or transactions)									
1 Viking Large-Cap Value Mutual Fund	C	Dividend	L	T					
2 Janus Enterprise Mutual Fund	B	Dividend			Sold	11/3/09	K	A	
3 Fidelity Magellan K Mutual Fund	A	Dividend	K	T	Buy	3/2/09	J		
1 Income/Gain Codes: (See Col. B1, D4)	A=\$1,000 or less F=\$50,001-\$100,000	B=\$1,001-\$2,500 G=\$100,001-\$1,000,000	C=\$2,501-\$5,000 H1=\$1,000,001-\$5,000,000	D=\$5,001-\$15,000 H2=More than \$5,000,000	E=\$15,001-\$50,000				
2 Value Codes: (See Col. C1, D3)	J=\$15,000 or less N=\$250,001-\$500,000 P3=\$25,000,001-\$50,000,000	K=\$15,001-\$50,000 O=\$500,001-\$1,000,000 P4=More than \$50,000,000	L=\$50,001-\$100,000 P1=\$1,000,001-\$5,000,000	M=\$100,001-\$250,000 P2=\$5,000,001-\$25,000,000					
3 Value Method Codes: (See Col. C2)	Q=Appraisal U=Book value	R=Cost (real estate only) V=Other	S=Assessment W=Estimated	T=Cash/Market					

G. Aggregate Ownership Arrangements – Trusts, IRAs, and Investment Clubs

1. Aggregate Reporting

The Committee has established special rules for reporting assets held in an ownership arrangement which is separate from the reporting person himself or herself, referred to herein as an "Aggregate Ownership Arrangement." A personal stock account with a brokerage is not considered an Aggregate Ownership Arrangement. As discussed below, a reporting person will have to identify each separate asset held in the Aggregate Ownership Arrangement and report transactions regarding each asset. However, the reporting person can report the aggregate (total) income and end of period value of the asset and need not provide the separate income and end of period value of each separate asset therein.<sup>1</sup>

The basic rule is that the income, value, and transactions of the holdings of any Aggregate Ownership Arrangement in which the reporting person, spouse, or dependent child has a beneficial interest must be reported if the arrangement itself had ownership of any asset having a value of \$1,000 at the end of the reporting period, regardless of the value of the reporting person, spouse, or dependent child's individual share. Thus, there must be a list of each asset owned by the Aggregate Ownership Arrangement having a value in excess of \$1,000 or affected by any transaction in excess of \$1,000.

As to each Aggregate Ownership Arrangement, the reporting person shall provide, on a line in Part VII, the following:

- (1) The identity of the Aggregate Ownership Arrangement in Column A.
- (2) Aggregate income information in Column B.
- (3) Aggregate gross value in Column C.
- (4) Transaction as to the Aggregate Ownership Arrangement itself in Column D.

On the following page is an illustration of reporting an Aggregate Ownership Arrangement. On the lines following the line for the Aggregate Ownership Arrangement, each separate asset owned by, or in, the arrangement during the reporting period must be reported as follows:

- (1) The identity of the separate asset in Column A, preceded by a dash to show that it is part of the aggregate entry;
- (2) Column B, income information, is left blank;
- (3) Column C, gross value, is left blank; and

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<sup>1</sup> Of course, if the reporting person wishes to provide the income and end of period value with respect to each separate asset, it is permissible to do so.

- (4) Transactions of the Aggregate Ownership Arrangement as to the separate assets are reported in Column D.

If the Aggregate Ownership Arrangement was utilized for a substantial number of assets and there is available clear documentation of all required information, the reporting person may apply to the Committee for leave to report the assets in an alternate manner. Any request should be made sufficiently in advance of the filing deadline to permit careful consideration and discussion with the reporting person.

**VII. Page 1 INVESTMENTS and TRUSTS -- income, value, transactions** *(Includes those of spouse and dependent children. See pp. 34-60 of Instructions.)*

A. Description of Assets (including trust assets)  <i>Place "(X)" after each asset exempt from prior disclosure.</i>	B. Income during reporting period		C. Gross value at end of reporting period		D. Transactions during reporting period				
	(1)	(2)	(1)	(2)	(1)	If not exempt from disclosure			
	Amt. Code1 (A-H)	Type (e.g., div., rent or int.)	Value Code2 (J-P)	Value Method Code3 (Q-W)	Type (e.g., buy, sell, redemption)	(2) Date mm/dd/yy	(3) Value Code2 (J-P)	(4) Gain Code1 (A-H)	(5) Identity of buyer/seller (if private transaction)
<input type="checkbox"/> <b>NONE</b> (No reportable income, assets, or transactions)									
1 Trust #1	B	Dividend	L	T					
2 – IBM Stock (common)									
3 – American Century Growth Fund									
4 – New York City Transportation Bonds					Buy	12/21/09	K		
5 IRA #1	A	Dividend	M	T					
6 – Legacy Funds First Caliber Equity A Mutual Fund									
7 – Legacy Funds First Sterling Income A Mutual Fund					Buy	1/8/09	K		
8 – Capitol Holding Stock (common)					Sold	4/5/09	K	A	

9	Blue Sky Investment Club	B	Dividend	K	T				
10	– IBM (common)					Buy	1/4/09	K	
11	– General Motors (common)					Buy	3/6/09	K	
12	– AOL (common)					Sold (part)	8/10/09	L	C
1	Income/Gain Codes: A=\$1,000 or less B=\$1,001-\$2,500 C=\$2,501-\$5,000 D=\$5,001-\$15,000 E=\$15,001-\$50,000 (See Col. B1, D4) F=\$50,001-\$100,000 G=\$100,001-\$1,000,000 H1=\$1,000,001-\$5,000,000 H2=More than \$5,000,000								
2	Value Codes: J=\$15,000 or less K=\$15,001-\$50,000 L=\$50,001-\$100,000 M=\$100,001-\$250,000 (See Col. C1, D3) N=\$250,001-\$500,000 O=\$500,001-\$1,000,000 P1=\$1,000,001-\$5,000,000 P2=\$5,000,001-\$25,000,000 P3=\$25,000,001-\$50,000,000 P4=More than \$50,000,000								
3	Value Method Codes: Q=Appraisal R=Cost (real estate only) S=Assessment T=Cash/Market (See Col. C2) U=Book value V=Other W=Estimated								

*Notes to filer:*

\_\_\_\_\_ *Did you complete the appropriate columns for each asset required to be individually listed in a trust, estate, investment club, or other similar financial arrangement?*

2. Trusts

The reporting of a position in Part I as trustee, executor, administrator, custodian, or any similar position requires a listing in Part VII of the assets involved if either you, your spouse, or any of your dependent children (1) has a beneficial interest in the estate or fund with which you are associated, or (2) controls the purchase, sale, or other disposition of the estate or fund.

A reporting person must also report all trusts<sup>2</sup> in which he or she, his or her spouse, or dependent child has a beneficial interest. However, a reporting person does not have to report a contingent interest in a trust if the reporter has no control over the assets of the trust. An interest is contingent if there is no present right or ability to any income or principal, and the future is uncertain either by survivorship or otherwise.

A reporting person who is required to report any trust, etc., must report the separate assets of the trust or estate, and may do so as an Aggregate Ownership Arrangement as discussed above. However, the reporting person need not report the separate assets of a trust:

- (1) which was not created directly by the reporting person, his spouse, or any dependent child; and
- (2) the holdings or sources of income, of which the person, his spouse, or any dependent child have no knowledge. Section 102(f)(2).

---

<sup>2</sup> For employees other than judges, the assets of a qualified blind trust that has been approved by the Committee need not be reported. See the discussion in paragraph C.



If a trust has been established to receive proceeds of a life insurance policy, the insured person is still living, and the trust has no asset valued at more than \$1,000, it should not be listed as an asset in Part VII, but if the trust was disclosed in Part I, the filer should include a note in Part VIII that it is an "unfunded trust." Similarly, a trust whose sole asset is a term life insurance policy need not be listed in Part VII, as term insurance is not regarded as an investment asset, but if the trust was disclosed in Part I, the filer should include a note in Part VIII explaining that it is an "unfunded trust."

### 3. Qualified Blind Trust (Employees Other Than Judges)

A qualified blind trust is subject to special rules. Section 102(f).

The reporting person, other than a judge, is not required to report in Column A the individual assets of a "qualified blind trust." Section 102(f)(1). The effect of the Code of Conduct for United States Judges (Canon 3(c)(2)) precludes qualified blind trusts for judges, their spouses, and dependent children. Other judicial employees may own beneficial interests in qualified blind trusts as defined and conditioned in the pertinent statutes. Judicial employees considering the establishment of a qualified blind trust are directed specifically to Section 102(f)(3)(D), which requires approval by the Committee on Financial Disclosure.

#### Commentary

*Where the filer or spouse has exercised a power of attorney with respect to any assets, all investment assets subject to that power should be reported in Part VII.*

*The following are examples of statutory guidelines on related subjects extracted from the Codes of Conduct For United States Judges and the Codes of Conduct for Judicial Employees. These guidelines should provide assistance as to the propriety of disclosing certain financial interests.*

*(1) "Financial interest" means ownership of a legal or equitable interest, however small. (Canon 3(C)(3)(c).)*

*(2) Ownership in a mutual or common investment fund that holds securities is not a "financial interest" in such securities unless the judge participates in the management of the fund. (Canon 3(C)(3)(c)(i).)*

*(3) An office in an educational, religious, charitable, fraternal, or civic organization is not a "financial interest" in securities held by the organization. (Canon 3(C)(3)(c)(ii).)*

*(4) A policy holder in a mutual insurance company, a depositor in a mutual savings association, or owner of government securities has a "financial interest," if the outcome of any proceeding in which the filer participates could substantially affect the value of the interests. (Canon 3(C)(3)(c)(iii) and (iv).)*

*(5) An interest in a limited partnership designed to engage in particular investment strategies can fall within the concept of a "common investment fund" when the judge has no control or influence over the general partner or over the investment decisions. The investment vehicle is similar to a mutual fund. (Compendium § 3.1-3(e) (2009).)*

*(6) Judge has a "financial interest" in each of the named underlying equity securities when the judge's IRA owns units of an investment vehicle which holds 15 named corporations, the portfolio is not actively managed, and it is not contemplated the securities will be sold or exchanged prior to termination of the investment vehicle in ten years. Investment vehicle does not qualify as "mutual fund or common investment fund" under Canon 3C. (Compendium § 3.1-3(f) (2009).)*

*(7) A law firm's KEOGH plan or 401k plan managed by the firm, small number of participants, ready access to investment information does not qualify for the "common fund" exception. (Compendium § 3.1-3(c) (2009).)*

*(8) A law firm's retirement fund qualifies for the "common investment fund" exception where the financial interest is indirect (due to the number of participants and the size and diversity of investments), directed investment by participants is not available, and the participants do not know and cannot easily find out about a fund's portfolio, which turns over frequently. (Compendium § 3.1-3(c-1) (2009).)*

### **VIII. Explanatory Comments**

Use this part to add information clarifying other portions of the report. Of particular importance is any information, such as a reference to opinions of the Committee on Codes of Conduct and actions of a Judicial Council, that bears on possible conflicts of interest or problems under the Code of Conduct for United States Judges. Also use this part to explain any apparent inconsistencies between the current report and past reports.

Place explanatory comments either with the item or in Part VIII that will facilitate "tracing" items from one report to the next. For example, indicate if an asset has a different name from that used in the prior report because of a reorganization or change of name.

Use attachment pages if more space is needed.

### **Examples of Notes in Part VIII**

#### **VIII. ADDITIONAL INFORMATION OR EXPLANATIONS (Indicate part of Report.)**

- 1) Part VII, page 4, line 3 - Value based on comparison to sale prices of nearby properties.
- 2) Part VII, page 5, line 18 - This asset was formerly known as AOL Time Warner.

### **IX. Certification and Signature**

The certifications provided on the form cover (1) a certification that the report is accurate, true, and complete as to all information required by the Act to be reported; and (2) a certification that earned income from outside employment and honoraria and the acceptance of gifts that have been reported are in compliance with the provisions of applicable laws and regulations.

The original report that is to be filed with the Committee must bear the original signature of the reporting person; the other three copies may be copies of the signed original. At least one copy of an amended return or of a clarifying letter responding to a Committee inquiry must bear the original signature of the reporting person; all other copies shall be copies of the signed original. The signature of the reporting person may be excused only during a period of physical or mental incapacity of that person.

Promptly upon discovery that an error has been made in a report, amend the report by one of the methods explained on page 4.

## COMPLIANCE AND SANCTIONS

Compliance with filing and reporting requirements is monitored pursuant to 5 U.S.C. app. § 106.

One who knowingly and willfully falsifies or fails to file or report any information required under the Act is subject to civil and criminal sanctions. Section 104(a).

## ETHICAL STANDARDS

The disclosure requirements and exemptions from disclosure contained in the Act neither define nor limit the standards imposed by the Code of Conduct for United States Judges and other rules of the Judicial Conference of the United States or the statutory provisions for disqualification or recusal.

For example, disclosure of financial interests under the Act is required only for interests exceeding a stated minimum amount of value and only with respect to certain members of a person's family, whereas 28 U.S.C. § 455(b)(4) applies to financial interests without regard to amount and 28 U.S.C. § 455(b)(5) applies to participation in litigation by a person within the third degree of relationship to the judge. Similarly, the Act exempts from disclosure matters relating to campaign receipts and campaign disbursements, most of which would be prohibited under the Code of Judicial Conduct for United States Judges, which also precludes qualified blind trusts for judges.

## PUBLIC ACCESS

Financial Disclosure Reports are public documents, open to inspection and copying at the office of the Committee on Financial Disclosure. Reports will be made available to the public in accordance with the regulations of the *Judicial Conference of the United States on Access to Financial Disclosure Reports Filed by Judges and Judiciary Employees Under the Ethics in Government Act of 1978, as amended*. Sections 105(a) and (b)(1). However, § 105(b)(3)(A) of the Ethics in Government Act of 1978, as amended, does not require the immediate and unconditional availability of reports filed if a finding is made by the Committee on Financial Disclosure, in consultation with the United States Marshals Service, that revealing personal and sensitive information contained on the report could endanger the filer.

When an annual report is filed, each filer shall, in a cover letter to the Committee, request redactions of any information required to be disclosed in the report, if the filer believes the release of the information to the public could endanger the filer or the filer's family. A filer also may request redaction after he or she receives notice of a request for his or her reports. Such requests should be submitted in accordance with Judicial Conference regulations specifying the material sought to be redacted and stating in detail the reasons justifying redaction. Each request for redaction will be reviewed by the Committee in accordance with Section 105 of the Act and the regulations of the Judicial Conference. Information approved for redaction must still be disclosed when filing a report. Redactions will be made by the Committee staff prior to release.

A report will be made available only to a person who completes the Form AO-10A, Request for Examination of Report Filed by a Judicial Officer or Employee, in writing.

It shall be unlawful for any person to obtain or use a report –

- A) for any unlawful purpose;
- B) for any commercial purpose other than by news and communications media for dissemination to the general public;
- C) for determining or establishing the credit rating of any person; or
- D) for use directly or indirectly, in the solicitation of money for any political, charitable, or other purpose. Section 105(c)(1).

The Attorney General may bring a civil action against any person who obtains or uses a report for any prohibited purpose described above. The court in which such action is brought may assess against such person a penalty in any amount not to exceed \$11,000. Such remedy shall be in addition to any other remedy available under statutory or common law. Section 105(c)(2).

## APPENDIX I

### INITIAL REPORTS

#### WHO MUST FILE AND WHEN

Persons nominated to be JUDICIAL OFFICERS must file a nomination report within 5 days of the transmittal of their nomination by the President to the Senate. Section 101(b)(1).

Newly-appointed JUDICIAL EMPLOYEES must file an initial report within 30 days of assuming their positions, Section 101(a), if they assume their position on or before November 1. Newly-appointed JUDICIAL EMPLOYEES who assume their positions between November 2 and December 31 must file an initial report by March 15 of the subsequent year.

Judicial employees who receive a promotion or change in the rate of pay which results in pay equal to or greater than 120 percent of the minimum rate of basic pay payable for GS-15 of the General Schedule on or before November 1 must file an initial report within 30 days of the promotion or pay change. If the promotion or pay adjustment occurs between November 2 and December 31, judicial employees must file an initial report by March 15 of the subsequent year.

A JUDICIAL EMPLOYEE who is not expected to perform the duties of the office or position for more than 60 days in a calendar year is not required to file an annual report. However, if the person actually performs duties for more than 60 days, an initial report must be filed within 15 days of the sixtieth day. Section 101(h).

#### INSTRUCTIONS FOR COMPLETING EACH PART

Below are specific instructions that differ from those provided for annual reports.

##### Identifying Information

**BLOCK 3. Date of Report.** For a JUDICIAL EMPLOYEE, a date that is no more than 30 days after your entry in the position if you entered on or before November 1. If you entered between November 2 and December 31, the "Date of Report" should be no later than March 15. For a person nominated to be a JUDICIAL OFFICER, the date should be no more than 5 days after submission of your nomination to the Senate.

**BLOCK 5. Report Type.** Check the appropriate report form and in the case of a nomination report show the date your nomination was transmitted to the Senate.

**BLOCK 6. Reporting Period.** The beginning date (January 1 of the year preceding the year you assumed your office or were nominated) and the ending date (a date you choose that precedes the "Date of Report" by no more than 30 days).

## **I. Positions**

The reporting period is the two calendar years preceding the date of the report through the filing date in the current calendar year. Section 102(a)(6)(A).

## **III. Non-investment Income**

The reporting period is the calendar year preceding the date of the report and the year of filing. Section 102(b)(1)(A).

In addition, you must report compensation, other than from the United States Government, in excess of \$5,000 in any of the two calendar years prior to the calendar year during which you file your first report. Section 102(a)(6)(B).

You must include the identity of each source of such compensation and a brief description of the nature of the duties performed or services rendered by the reporting person for each source. Section 102(a)(6)(B).

You are not required to report any information which is considered confidential as a result of a privileged relationship, established by law between the reporting person and any person, nor are you required to report any information with respect to any person for whom services were provided by any firm or association of which the reporting person was a member, partner, or employee unless the reporting person was directly involved in the provision of such services. Section 102(a)(6)(B).

## **IV. and V. Reimbursements and Gifts**

**You are not required to complete these parts of the report. Section 102(b)(1).** Note "exempt" in these two spaces.

## **VI. Liabilities**

The reporting period is the calendar year preceding the date of the report through a date which is less than thirty-one days before the filing date. Section 102(b)(1)(B).

## **VII. Investments and Trusts**

The reporting period for providing income information for assets is the calendar year preceding the date of the report and the year of filing. Section 102(b)(1)(A). The reporting period for providing value information for assets is the calendar year preceding the date of the report through a date which is less than thirty-one days before the filing date. Section 102(b)(1)(B). **You are not required to complete Subpart D "Transactions."** Section 102(b)(1). Note "exempt" in Column D(1).

## APPENDIX II

### FINAL REPORTS

#### WHO MUST FILE AND WHEN

A JUDICIAL OFFICER who works more than 60 days in a calendar year is required to file a final report within thirty days after resigning under 28 U.S.C. § 371(a) or otherwise ceasing to continue in such position. A JUDICIAL OFFICER who retires under 28 U.S.C. § 371(b) is not required at that time to file a final report, but continues to be obligated to file an annual report for any year in which the relevant Judicial Council authorizes the employment by the judge of at least one law clerk or secretary, unless the judge certifies that he or she did not perform the duties of his or her office for more than 60 days.

A JUDICIAL EMPLOYEE who works more than 60 days in a calendar year is required to file a final report within thirty days of termination of employment. Section 101(e).

A JUDICIAL OFFICER OR JUDICIAL EMPLOYEE accepting another position in the federal government subject to financial disclosure reporting is not required to file a final report when changing position. Section 101(e).

#### INSTRUCTIONS FOR COMPLETING EACH PART

Below are specific instructions that differ from those provided for annual reports.

##### Identifying Information

**BLOCK 3. Date of Report.** The date the report is completed, and not more than 30 days after termination of employment.

**BLOCK 5. Report Type.** Check final report.

**BLOCK 6. Reporting Period.** Show both the beginning and ending date of the reporting period. The beginning date will be January 1 of the current year if an annual report has already been filed covering the preceding calendar year; otherwise, it will be January 1 of the preceding calendar year. The ending date is the date of termination of employment.

##### Parts I - VII

The reporting period is the calendar year preceding the date of the report through the filing date in the current calendar year. Section 102(c). If an annual report was already filed covering the preceding calendar year, then the reporting period is the current calendar year through the filing date.



## APPENDIX III

### ADDITIONAL REFERENCES

Regulations concerning gifts, outside earned income, honoraria, and outside employment and the *Code of Conduct for United States Judges* are contained in the *Guide to Judiciary Policy*, Vol. 2A, Ch. 2.

The Committee on Codes of Conduct has established a database on Westlaw containing the ethical materials in Volume 2 of the Guide. To use this database, log on to Westlaw using your judiciary-provided Westlaw password (you cannot access this database with a password provided by anyone other than the federal judiciary). When prompted for a file name, enter CONDUCT (this file name does not appear on the Westlaw menu). Once entered into the database file, research may be conducted using established Westlaw search mechanisms.

The *Code of Conduct for Judicial Employees* contains similar regulations concerning gifts, outside earned income, honoraria, and outside employment. These regulations are set forth in the *Guide to Judiciary Policy*, Vol. 2A, Ch. 3. Administrative Office employees may seek guidance regarding the interpretation of these regulations from the General Counsel of the Administrative Office.

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