



ADMINISTRATIVE OFFICE OF THE  
UNITED STATES COURTS

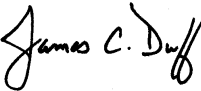
JAMES C. DUFF  
Director

WASHINGTON, D.C. 20544

December 21, 2006

MEMORANDUM

To: All United States Judges

From: James C. Duff 

RE: JUDICIAL CONFERENCE POLICY ON JUDGES' PRIVATELY FUNDED SEMINARS  
(**INFORMATION**)

I am writing in furtherance of my October 26, 2006, memorandum to provide you with additional information on the implementation of the September 2006 Judicial Conference policy on judges' privately funded seminars.

As you may recall, the Conference policy requires that information relevant to judges' attendance at privately funded educational programs be disclosed by program providers and by judges who attend or participate in the program. Providers who are subject to the policy must disclose on the judiciary's web site, [www.uscourts.gov](http://www.uscourts.gov), program topics and speakers as well as the sources of financial and other support for the program.

Judges also have obligations under this policy. Before attending an educational program covered by the policy for which the judge will be reimbursed, a judge must ascertain whether the program provider has made the required disclosures on the judiciary's web site. Judges are also required to report, within 30 days of the conclusion of the program, the dates of attendance, the name of the program provider and the title of the program. These reports are to be posted on the court's web site.

Consistent with the Conference policy, the Administrative Office has developed two new automated disclosure reporting systems – one for educational program providers and one for judges – that are intended to assist program providers, the courts, and individual judges in complying with the policy. The two systems are interrelated.

I have appended to this memorandum two fact sheets (Attachments 1-2), the first of which provides an overview of these new automated systems. The second fact sheet explains how you may access the new judges' Privately Funded Seminars Disclosure Reporting System to review educational program providers' programmatic and financial information and to report seminar attendance.

If you have any questions about the Conference's policy on judges' privately funded seminars, please contact Steve Tevlowitz, Assistant General Counsel, at 202/502-1100 or via e-mail at [Steve.Tevlowitz/DCA/AO/USCOURTS](mailto:Steve.Tevlowitz/DCA/AO/USCOURTS). If you have technical difficulties with the new automated disclosure reporting system, please contact the InfoWeb Help Desk at 202-502-4334 for assistance.

Attachments

cc: Chief Justice of the United States  
Honorable D. Brock Hornby  
Circuit Executives  
District Court Executives  
Clerks of Court

## **Overview of the Privately Funded Seminars Automated Disclosure Reporting Systems**

The Administrative Office, with the support of the Judicial Branch Committee, has developed two automated reporting systems that are intended to implement the September 2006 Judicial Conference policy on judges' privately funded seminars.

- **Educational Program Providers' Disclosure Reporting System**

The automated reporting system for educational program providers will be publicly accessible through <http://www.uscourts.gov/disclosure.html> beginning January 2, 2007. This system contains fields that are identical to those contained on the reporting form endorsed by the Judicial Branch Committee earlier this year. The automated reporting system eliminates the need for the Administrative Office staff to review, process, and upload program providers' paper reports.

More importantly, the program providers' reporting system incorporates features that potentially benefit judges. First, a judge may search the system (through the InfoWeb on the J-Net) to identify seminars the judge has been invited to attend. If the judge expresses an interest in attending a specific seminar, the judge will then receive subsequent e-mail messages from the system administrator notifying him or her of any updates or amendments to the educational provider's disclosure report. This feature is intended to keep interested judges informed of changes in programmatic and financial information reported by educational providers, and thereby prevent traps for the unwary. The judge will also receive an e-mail message within 10 days of the conclusion of the program reminding the judge of the 30-day filing disclosure requirement.

A program provider's report on a specific program will not be publicly available until after the program is completed and at least one judge-attendee has electronically filed a disclosure report for that program.

- **Judges' Disclosure Reporting System**

The automated disclosure reporting system for judges will also be accessible beginning January 2, 2007, through each local court's web site using a hyperlink to an Administrative Office-provided URL. The automated reporting system relieves local courts from having to develop their own system for processing judges' individual reports of seminar attendance. The automated system also eliminates the need for the local court staff to review, process, and upload judges' paper reports of seminar attendance.

Once again, the system contains fields identical to those contained on the reporting form that was endorsed by the Judicial Branch Committee. Judges file their disclosure reports electronically, and parties, attorneys, or the public-at-large can access the judges' reports through their respective local court's website. A party can then view individual judges' reports of privately funded seminar attendance and also view programmatic and financial information reported by the program provider.

At the end of each calendar year, the automated reporting system will automatically transmit a computer generated e-mail message to each judge (who has reported privately reimbursed seminar attendance) reminding the judge to disclose his or her seminar attendance on the judge's annual financial disclosure report. The automated system will also provide the judge with an accounting of the seminars that the judge disclosed (using the automated system) on the website during the year.

It should also be noted that at the end of the three-year disclosure period, judges' and program providers' electronic filings will be removed from public view.

### **Instructions for Accessing the Judges' Privately Funded Seminars Disclosure Reporting System**

- You can log into the InfoWeb Privately Funded Seminars Disclosure Reporting System at **<http://infoweb.ao.dcn>**. To log in, use the same user ID and password that you use to access the Non-Case Related Travel Reporting System.
- If you have never used the Non-Case Related Travel Reporting System or have forgotten your User ID or Password, you may request a new one from your court's InfoWeb Administrator. To find out who that is, click the "Who is my InfoWeb Administrator" link on the InfoWeb login screen.
- Once you log into the InfoWeb, click on the "Private Seminars Disclosure" button on the main menu.
- The Privately Funded Seminars Disclosure Reporting System home page contains a link to detailed instructions on how to use the automated system. You may view (or print) the detailed instructions for the system. In the alternative, you may follow the abbreviated instructions on the home page and access the system.
- Should you have further questions concerning the Judicial Conference policy and its application, please send an e-mail to **[disclosurepolicy@ao.uscourts.gov](mailto:disclosurepolicy@ao.uscourts.gov)**.
- Should you encounter any technical difficulties using the Privately Funded Seminars Disclosure Reporting System, please call the InfoWeb Help Desk at 202-502-4334 for assistance.