
Instructions for Requesting a Copy of a Financial Disclosure Report from the Office of the Committee on Financial Disclosure

These instructions provide you with the information necessary to request a copy of a judge's or judiciary employee's financial disclosure report filed with the Office of the Committee on Financial Disclosure in accordance with the requirements of the Ethics in Government Act of 1978 (5 U.S.C. app. 4, §§ 101-111), as amended. Before a financial disclosure report can be released to any requester, the attached AO Form 10A, Request for Examination of Report Filed by Judicial Officer or Judicial Employee, must be completed. Each judge or employee whose report you request must be listed by name on the form.

You can obtain a copy of AO Form 10A by clicking on the link below or contacting the Office of the Committee on Financial Disclosure. Questions concerning the completion of the AO Form 10A or the report request process should be directed to the staff of the Committee on Financial Disclosure at (202) 273-4626 or by fax at (202) 273-1884.

Please note that Section 105(b)(2)(A) of the Ethics in Government Act of 1978, as amended, requires that you provide your name, occupation, and address on the AO Form 10A. Section 105(b)(2)(B) of the Act requires that if you are obtaining a report at the request of or on behalf of another individual or an organization, you must specifically list that individual or organization in the appropriate block on the AO Form 10A. Section 105(b)(3)(C) requires you to sign the request form indicating that you are aware of the prohibitions on wrongful use as delineated on the form and in section 105(c)(1) of the Act. Failure to comply with these statutory requirements is cause to deny your request.

The reproduction cost for requests of financial disclosure reports is 20 cents per page. The Office of the Committee on Financial Disclosure only accepts checks or money orders. Your check or money order should be made payable to the Administrative Office of the United States Courts.

After completing the AO Form 10A, you should return the form to the Office of the Committee on Financial Disclosure, Administrative Office of the United States Courts, Suite 2-301, One Columbus Circle, N.E., Washington, D.C. 20544 and, upon receipt, copies of the reports will be made and you will be notified of the cost. To facilitate processing, you may fax a copy of your request to (202) 273-1884. However, you must mail the original of the AO Form 10A when you forward your check or money order. Each judge or employee will be notified that you have requested a copy of his or her report.

Financial disclosure reports also can be reviewed in the Office of the Committee on Financial Disclosure by appointment. Appointments should be made at least 5 business days in advance by calling (202) 273-4626 to ensure that copies of the requested reports are available for review.