

**DISTRICT OF COLUMBIA COMMISSION
ON JUDICIAL DISABILITIES AND TENURE**

515 FIFTH STREET, N.W., BUILDING A, ROOM 246
WASHINGTON, D.C. 20001
(202) 727-1363

**Instructions for Requesting a Copy of a Financial Report from the
D.C. Commission on Judicial Disabilities and Tenure**

These instructions provide you with the information necessary if you are requesting to view, or are requesting a copy, of a judge's Annual Financial Report filed with the D.C. Commission on Judicial Disabilities and Tenure in accordance with the requirements of D.C. Code §11-1530, as amended. Before an Annual Financial Report can be released to any requester, the attached form, Request for Examination of Report Filed by a Judge of the District of Columbia Courts, must be completed and submitted to the Commission. Each judge whose report you request must be listed by name on the form.

Additional copies of the form are available from the Commission's office or may be obtained from the Commission's website at dc.cjdt.dc.gov. Questions concerning the completion of the form or the report request process should be directed to the Commission Executive Director at (202) 727-1363, by fax at (202) 727-9718, or by the Commission's e-mail at dc.cjdt@dc.gov.

The Commission requires that you provide your name, telephone number, e-mail, occupation, and mailing address on the form. 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 form. You are required to sign the request form indicating that you are aware of the prohibitions on wrongful use as delineated on the form. Failure to comply with these requirements is cause for the Commission to deny your request.

The reproduction cost for requests of Annual Financial Reports is 25 cents a page. Only entire Reports will be reproduced, requests for particular pages or sections will not be honored. The Commission only accepts checks or money orders. Your check or money order must be made payable to the D.C. Treasurer.

After completing the request form it should be sent to the Commission's office, located at 515 Fifth Street, N.W., Room 246, Washington, D.C. 20001. To facilitate processing, you may fax a copy of your request to (202) 727-9718, or scan/e-mail to dc.cjdt@dc.gov. You will be notified in writing, as expeditiously as possible, of the Commission's decision concerning your request. If the Commission grants your request, you must provide a copy of the form with your check or money order to the Commission. Once the form and payment are received you will be notified of the date when the requested Report(s) can be collected from the Commission's office.

Annual Financial Reports may be viewed in the Commission's office by appointment. Appointments must be made at least 5 working days in advance.

**REQUEST FOR EXAMINATION OF ANNUAL FINANCIAL REPORT(S) FILED BY
A JUDGE OF THE DISTRICT OF COLUMBIA COURTS**

- In accordance with D.C. Code §11-1530, as amended, I request a copy of the report of the following named Judge(s).
 In accordance with D.C. Code §11-1530, as amended, I request to view the report of the following named Judge(s).

(See Instructions)

NAMES OF JUDGES WHOSE DISCLOSURE REPORTS ARE REQUESTED	NAME	POSITION	YEAR(S) REQUESTED	

ORGANIZATIONS OR PERSONS ON WHOSE BEHALF THIS REQUEST IS MADE	NAME	ADDRESS	

PERSON MAKING REQUEST	Name:	Occupation:
	Phone Number:	Email Address:
	Mailing Address:	
	I certify under penalty of perjury that the following is true and correct.	
_____		_____
Signature		Date Executed