

**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 the Inspection or Release of Copies of
Annual Financial Reports Filed by District of Columbia Court Judges**

These instructions explain procedures for requesting the inspection or release of copies of Annual Financial Reports (“AFRs”) filed by District of Columbia Court judges with the Commission on Judicial Disabilities and Tenure (“the Commission”) in accordance with D.C. Code §11-1530, as amended (hereafter “D.C. Code §11-1530”). The Commission’s procedures are governed by statute and the Commission’s Rules, District of Columbia Municipal Regulations (“DCMR”) § 28-2003.

Before an AFR can be inspected or released to any requester, the attached CJDT Form 10A must be completed in full and submitted to the Commission for approval. The form is available on the Commission's website at <http://cjdt.dc.gov> or may be requested from the Commission by email at dc.cjdt@dc.gov.

Among other things, CJDT Form 10A requires: (i) the name of each judge whose report is being requested; and (ii) the requester’s name, telephone number, e-mail, occupation, and mailing address. If the requester is obtaining an AFR at the request of, or on behalf of another individual or an organization, the requester must specifically list that individual or organization. Further, the requester must sign the CJDT Form 10A certifying that the information is true and accurate. If the Commission has questions regarding the request, it will contact the requester. Failure to provide the required information or supplemental information requested by the Commission, or providing false or misleading information, is cause for the Commission to deny the request.

The requester must submit the completed CJDT Form 10A to the Commission's office by email to dc.cjdt@dc.gov or mail to 515 Fifth Street, N.W., Room 246, Washington, D.C. 20001. The Commission will review the form and notify the requester of its decision as expeditiously as possible. If the Commission grants the request, the requester will be informed of whether the Commission will release copies or make the AFR(s) available for inspection and any limitations or requirements the Commission has imposed.

Any questions concerning the Commission’s procedures or CJDT Form 10A should be directed to Executive Director Cheryl Bozarth by email at dc.cjdt@dc.gov or by phone at (202) 727-1363.

REQUEST FOR THE INSPECTION OR RELEASE OF COPIES OF ANNUAL FINANCIAL REPORT(S) FILED BY DISTRICT OF COLUMBIA COURT JUDGES

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 inspect 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 that the information provided above is true, accurate, and complete. I further confirm that I will comply with any conditions or limitations the Commission deems necessary regarding access to and use of the Annual Financial Report.	
	Signature	Date Executed