

Financial Disclosure Statement

Instructions for Online Filing

For additional assistance, please contact:

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(410) 260-1271

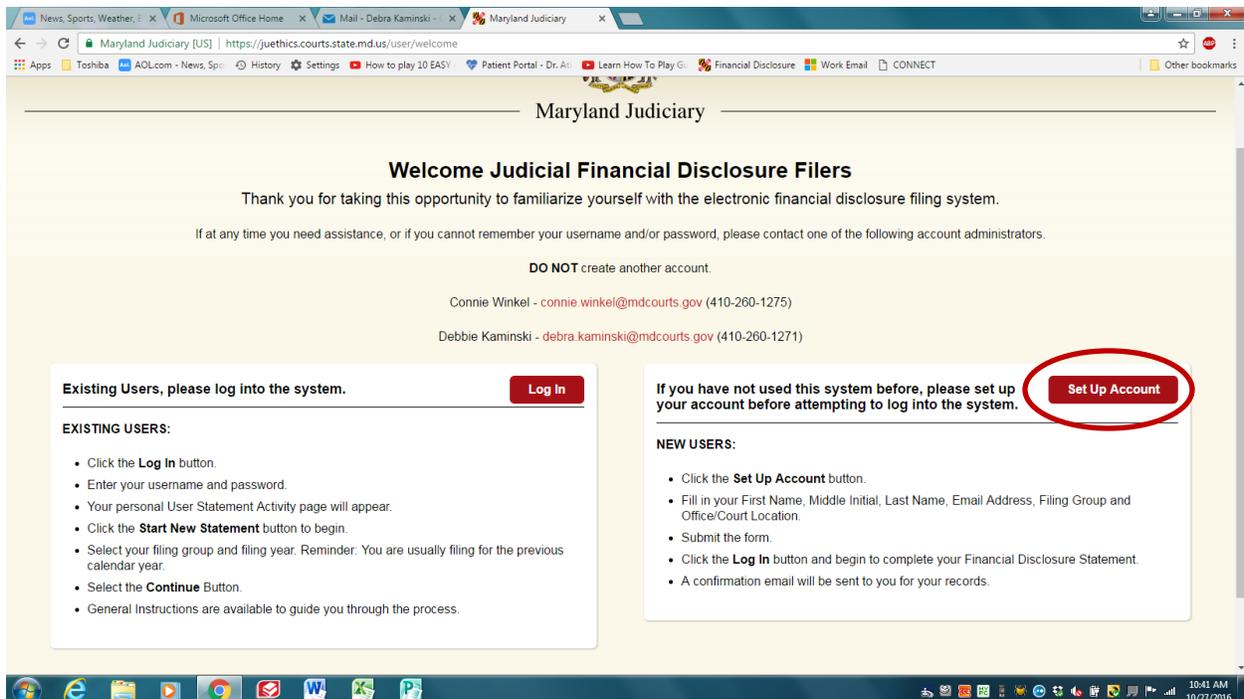
Connie Winkel
connie.winkel@mdcourts.gov
(410) 260-1275

Accessing the Online Filing System

Click on the following link to access the Log In/Setup Account screen:

<https://juethics.courts.state.md.us>

Step 1 - If this is your **first time** completing a Statement online, click on the red **Set Up Account** button. Complete the form on the **Setup Account** page and click on **Register**. NOTE: If you do not have a middle initial, enter NMN (for *No Middle Name*). If you have two or more middle initials, enter them together (i.e., JS). **If you filed online last year, go to Step 2.**



Maryland Judiciary

Setup Account

First Name *
Joan

Middle Initial *
T

Last Name *
Smith

Suffix
Suffix

Email Address *
jsmith@gmail.com

Email Address (confirm) *
jsmith@gmail.com

Filing Group *
Active Judges

Upon request, members of the public are entitled to view and receive a copy of a filed financial disclosure statement. They must appear in person at either the Administrative Office of the Courts or the Maryland State Ethics Commission. The individual who desires to view a financial disclosure statement must provide photo identification and their home address for record-keeping purposes. It is the Judiciary's practice to notify you if your statement was viewed and/or copied, unless you elect otherwise.

jsmith@gmail.com

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Do you wish to be notified if someone looks at your form?
 Yes No

Court / Office Location *
 District Court for Baltimore City
 5800 Wabash Avenue
 Baltimore, MD 21215

Password
 ••••••

Confirm Password
 ••••••

(Enter full address of your office or court location. For senior judges, use the address of the court where last presided.)

* Denotes required fields

Register

After you click on **Register**, an email will be sent to the email address you provided on the form indicating your username and password. Please retain this information in order to access the system in future years. Your username follows this pattern: **firstname.middleinitial.lastname** (i.e., **Joan.S.Green**).

Step 2 - If you filed online last year, then click on the red **Log In** button.

The screenshot shows the Maryland Judiciary website's welcome page for users. The page title is "Maryland Judiciary" and the main heading is "Welcome Judicial Financial Disclosure Filers". Below the heading, there is a message: "Thank you for taking this opportunity to familiarize yourself with the electronic financial disclosure filing system." and a note: "If at any time you need assistance, or if you cannot remember your username and/or password, please contact one of the following account administrators." Two contact names are listed: Connie Winkel and Debbie Kaminski. The page is divided into two main sections: "Existing Users, please log into the system." and "If you have not used this system before, please set up your account before attempting to log into the system." The "Existing Users" section has a red "Log In" button circled in red. The "New Users" section has a red "Set Up Account" button circled in red. Below the buttons, there are instructions for both existing and new users.

Maryland Judiciary

Welcome Judicial Financial Disclosure Filers

Thank you for taking this opportunity to familiarize yourself with the electronic financial disclosure filing system.

If at any time you need assistance, or if you cannot remember your username and/or password, please contact one of the following account administrators.

DO NOT create another account.

Connie Winkel - connie.winkel@mdcourts.gov (410-260-1275)

Debbie Kaminski - debra.kaminski@mdcourts.gov (410-260-1271)

Existing Users, please log into the system. **Log In**

If you have not used this system before, please set up your account before attempting to log into the system. **Set Up Account**

EXISTING USERS:

- Click the **Log In** button.
- Enter your username and password.
- Your personal User Statement Activity page will appear.
- Click the **Start New Statement** button to begin.
- Select your filing group and filing year. Reminder: You are usually filing for the previous calendar year.
- Select the **Continue** Button.
- General Instructions are available to guide you through the process.

NEW USERS:

- Click the **Set Up Account** button.
- Fill in your First Name, Middle Initial, Last Name, Email Address, Filing Group and Office/Court Location.
- Submit the form.
- Click the **Log In** button and begin to complete your Financial Disclosure Statement.
- A confirmation email will be sent to you for your records.

Step 3 - The screen below will now appear. Enter your username and password that you selected when you first registered in the system. Reminder: Your username is **firstname.middleinitial.lastname** (i.e., **Joan.S.Green**). Click on the red **Login** button.

The screenshot shows the Maryland Judiciary login page. The page title is "Maryland Judiciary" and the main heading is "Maryland Judiciary". Below the heading, there is a login form with two input fields: one for the username "joan.s.green" and one for the password "*****". Below the password field, there is a link "Forgot My Password". A red "Login" button is circled in red. The page footer contains the text "©2016 - Maryland Judiciary, All Rights Reserved".

Maryland Judiciary

joan.s.green

[Forgot My Password](#) **Login**

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Step 4 - Navigating the User Statement Activity Screen

The screen below will now appear. Click on the **Start New Statement** button to start a new Statement for the current filing year.

If you have already begun your Statement but have not yet finished it, click on **Continue with Statement** to open the unfinished Statement.

The screenshot displays the Maryland Judiciary website's "User Statement Activity" page. The page includes a navigation menu on the left with options like Home, My Statements, Glossary of Terms, Administrative Order, General Instructions, Users, Settings, Menu, Contents, Reports, and Logout. The main content area contains instructions for profile information, new statements, continuing statements, prior-year statements, and amendments. A "Start New Statement" button is circled in red, with a note that the statement is due April 30th. Below this is a table of statements:

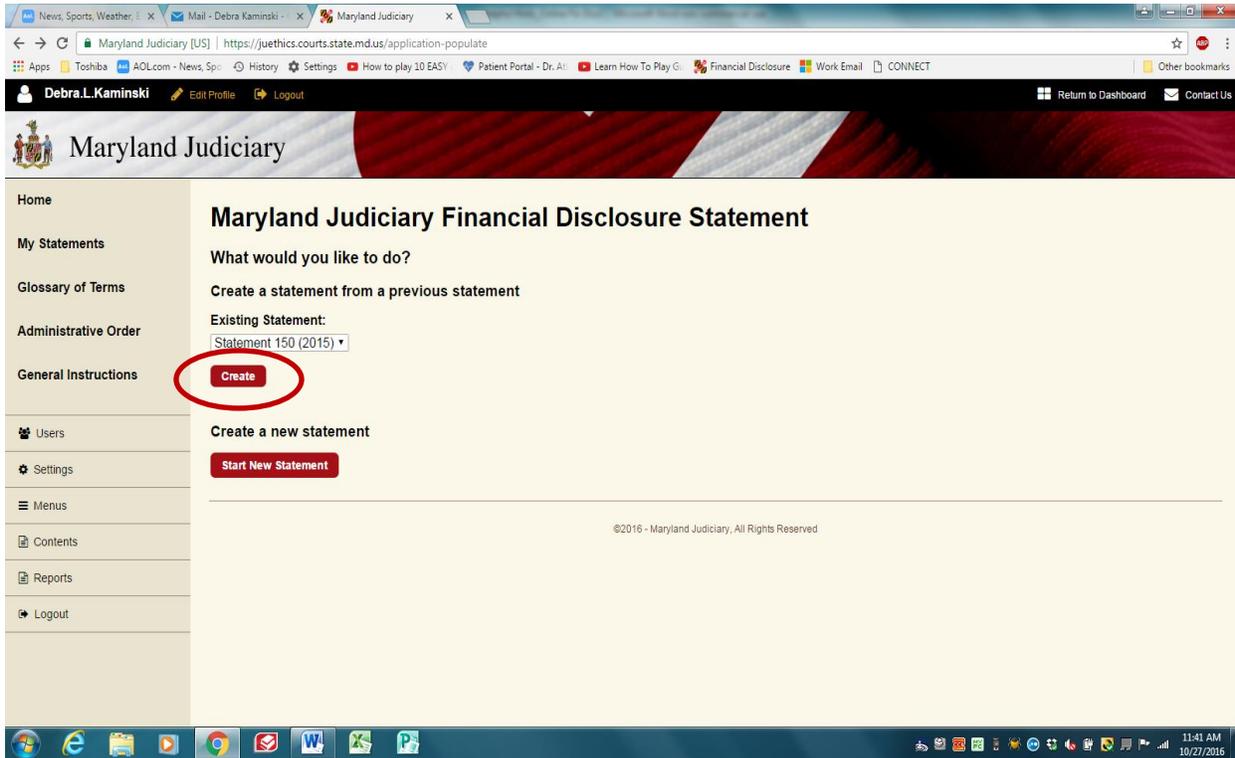
Statement ID	Year	Type	Actions
150	2015	Statement	View Filed Statement
724	2015	Statement	Continue with Statement
746	2015	Amendment of Statement 150	Continue with Amendment

At the bottom of the page, there is a copyright notice: ©2016 - Maryland Judiciary. All Rights Reserved. The system tray at the bottom shows the date and time as 11:17 AM on 10/27/2016.

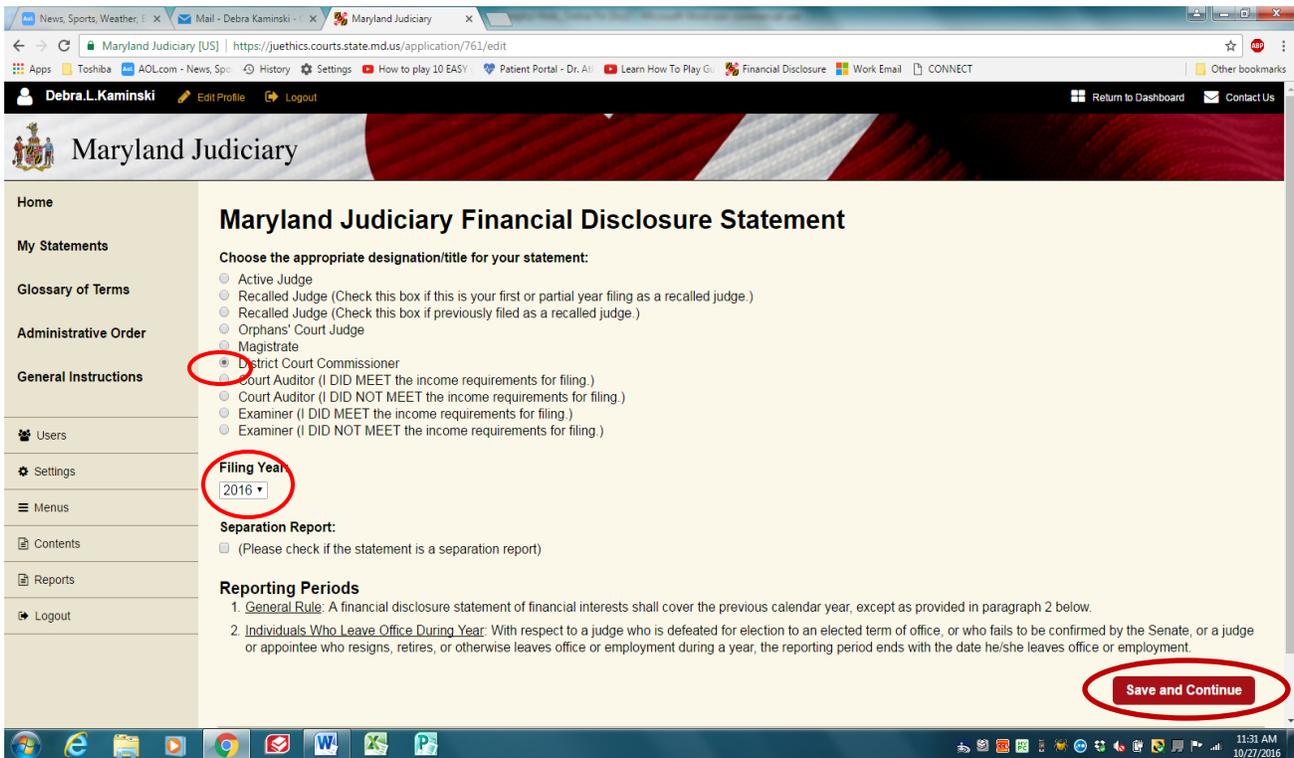
Step 5 - Opening a New Statement

If you completed a prior Statement online, you have the option of creating a Statement based on information submitted last year (**Create** button). If you choose this option, it will populate with much of the information you had in your previous Statement. Make any changes needed to update the Schedule(s), and then submit.

You may also start a new Statement from scratch by clicking on the **Start New Statement** button.



Step 6 - Select your filing group (i.e., active judge, magistrate) and the filing year (it will default to the current filing year). If you are retiring or resigning, click on the box under “Separation Report”. Click on the red **Save and Continue** button at the bottom of the screen.



Step 7 - Completing the Schedules

On the screen below, you will see that the Schedules are listed across the top (A, B, C, etc.). If you have information to disclose for a particular Schedule, click on the letter of the Schedule and select YES. Then click on the red **Create New** button to display the questions pertaining to that Schedule.

For Schedules A and B, you may attach a document (PDF works best) in lieu of answering the individual questions. To attach a document from your computer, click on the red **Upload Attachment** button. An example of an attachment would be a summary statement from your stockbroker. Please do not attach unnecessary documents or pages, such as instructions and general disclosures from your broker, as large attachments may create problems with the upload. Also, for security reasons, please redact, or do not attach, documents with your name or address or account numbers.

If you have multiple items (properties, holdings, etc.) to disclose on any Schedule, click on the red **Create New** button to open a duplicate set of questions.

Click on the red **Done with Schedule A** button when you are finished and ready to move on to the next Schedule.

Navigate through all the Schedules in this manner.

If any of the questions with a text box do not pertain to you, simply enter **N/A**. All questions must be answered in some fashion, otherwise you will be unable to save the Schedule.

Step 8 - Verifying Your Statement

Click on the green **Verify** button to display a list of all Schedules showing which ones contain data.

Home

My Statements

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Administrative Order

General Instructions

Users

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Logout

Maryland Judiciary Financial Disclosure Statement

Schedules: A B C-1 C-2 D E F G H I **Verify** Cancel

Schedule A – Any Interests Held During Reporting Period, in Real Property Located In or Outside Maryland

Did you hold any interests in real property located in or outside Maryland?

Yes

No

Done with Schedule A

Type	County	State	Created	
Residential	Anne Arundel County	Maryland	2016-10-27 15:46:56	Edit

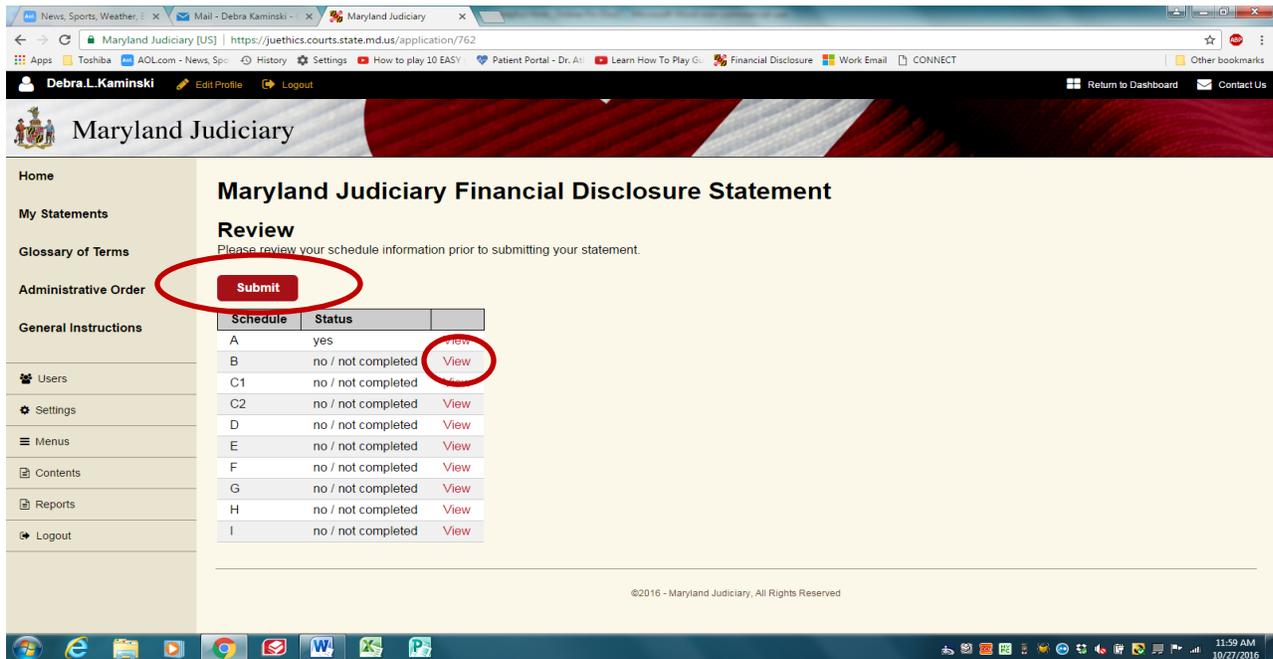
Create new **Upload Attachment**

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Step 9 – Submitting Your Statement

Click on **View** next to each Schedule to verify that the data entered is accurate.

Click on the red **Submit** button when you are ready to forward your Statement to the Administrative Office of the Courts. When your Statement is reviewed by the AOC, it is then forwarded electronically to the State Ethics Commission.



The screenshot shows the 'Maryland Judiciary Financial Disclosure Statement' review page. The page title is 'Review' and it instructs the user to 'Please review your schedule information prior to submitting your statement.' A red circle highlights the 'Submit' button. Below the instructions is a table with columns 'Schedule' and 'Status'. The table lists schedules A through I, with status 'yes' for A and 'no / not completed' for B through I. A red circle highlights the 'View' link for Schedule B.

Schedule	Status	View
A	yes	View
B	no / not completed	View
C1	no / not completed	View
C2	no / not completed	View
D	no / not completed	View
E	no / not completed	View
F	no / not completed	View
G	no / not completed	View
H	no / not completed	View
I	no / not completed	View

Additional Information

Once your Statement has been submitted to the Administrative Office of the Courts (AOC) and the State Ethics Commission, you can print your Statement by clicking on **View Filed Statement**. A PDF version will open. Right click to access the print option. You can also right click to save your Statement to your computer, if you wish.

If you need to make changes to a Statement that has already been submitted to the AOC, you may contact either Debra Kaminski or Connie Winkel for assistance (*contact information is at the top of this document*). They will be able to access your Statement and make any necessary corrections. If the Statement has already been submitted to the AOC and the State Ethics Commission, then click on **Create Amendment**. A copy of your current Statement will open in which you can make any necessary corrections. Once your changed Statement is saved and submitted, it will appear as an Amended Statement.