

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 2
(Originally issued as No. 75-1)
(REVISED October 9, 2007)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff/Court Analysts
All Judges	General Services Manager
Area Court Administrators	Judicial Services
Clerk of the Appellate Courts	APD Warrants
Rural Court Training Assistants	
All Clerks of Court	
All Magistrates	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: Financial Disclosure/Code of Judicial Conduct

This bulletin is issued pursuant to Canons 4H(3) and 4D(5) of the Code of Judicial Conduct.

The financial reports required by the Code of Judicial Conduct shall be filed annually in the Office of the Administrative Director no later than March 15. The reports shall be submitted on the form attached to this bulletin. Reports shall include the required information for the preceding calendar year.

Dated: October 9, 2007



Stephanie J. Cole
Administrative Director

In Effect Since: July 15, 1975; revised July 28, 2005; revised December 20, 2006;
revised October 9, 2007

CODE OF JUDICIAL CONDUCT REPORT

Name: _____

Judicial Office Held: _____

Location: _____

I. Compensation for extra judicial activity received by the person making disclosure during the preceding calendar year. (Canon 4H(3) – see definition 1, next page)

<u>Date of Activity</u>	<u>Place of Activity</u>	<u>Nature of Activity</u>	<u>Name of Payor</u>	<u>Amount of Compensation</u>
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If you are a retired justice or judge appointed to sit pro tempore under Administrative Rule 23, and you received compensation during this reporting period for private arbitration or mediation services, you may comply with section I of this form concerning compensation from that business by attaching a copy of Schedule A of the Public Official Financial Disclosure Statement that you file with the Alaska Public Offices Commission. (Canon 4H(3)) *Note:* Schedule A requires disclosure only of sources of income over \$1,000.

II. Gifts, bequests, favors, or loans from a single donor that have a value or cumulative value of more than \$250 other than those specifically permitted in Canon 4D(5)(a)-(g)(see definition 2, next page) received during the preceding calendar year by the person making disclosure or a member of judicial officer's family residing in the household. (Canon 4D(5)(h) – see definition 3, next page)

<u>Date</u>	<u>Received by (self or family member)</u>	<u>Nature of Income</u>	<u>Amount</u>	<u>Source</u>
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Date

Signature of Judicial Officer

NOTE: This report covers the period between January 1 and December. For those judicial officers appointed during the past year, the report needs only to cover the period of time after you commenced your duties.

CODE OF JUDICIAL CONDUCT REPORT & DEFINITIONS

¹ Compensation” is defined as income received by the judge for personal services or from business activities. It does not include income from a business or property that the judge does not actively manage and it does not include compensation or income of a spouse that is attributed to the judge by operation of a community property law. See Canon 4H.

² Canon 4(D)(5) governs the acceptance of gifts, bequests, favors, and loans. That section reads as follows:

- (5) A judge shall not accept, and shall urge members of the judge’s family residing in the judge’s household not to accept a gift, bequest, favor, or loan from anyone, except for:
 - (a) a gift incident to a public testimonial, or books, tapes, and other resource materials supplied by publishers on a complimentary basis for office use, or an invitation to the judge and the judge’s spouse or guest to attend a bar-related function or an activity devoted to the improvement of the law, the legal system, or the administration of justice;
 - (b) a gift, award, or benefit incident to the business, profession, or other separate activity of a spouse or other family member residing in the judge’s household, including gifts, awards, and benefits for the use of both the spouse or other family members and the judge (as spouse or family member), provided that the gift, award, or benefit could not reasonably be perceived as intended to influence the judge in the performance of judicial duties;
 - (c) ordinary social hospitality;
 - (d) a gift from a relative or friend for a special occasion such as a wedding, anniversary, or birthday, if the gift is fairly commensurate with the occasion and the relationship;
 - (e) a gift, bequest, favor, or loan from a relative or close personal friend whose appearance or interest in a case would in any event require the judge’s disqualification under Section 3E;
 - (f) a loan from a lending institution in its regular course of business on the same terms generally available to persons who are not judges;
 - (g) a scholarship or fellowship awarded on the same terms and based on the same criteria applied to other applicants; or
 - (h) any other gift, bequest, favor, or loan, but only if the donor is not a person who has come or is likely to come before the judge, and if the person’s interests have not come and are unlikely to come before the judge. If the value of the gift, bequest, favor, or loan exceeds \$250.00 or if the cumulative value of more than one gift, bequest, favor, or loan received from a single donor in a calendar year exceeds \$250, the judge shall report the gift, bequest, favor, or loan in the same manner as the judge reports compensation under Section 4H.

³ “Member of the judge’s family” means a spouse, child, grandchild, parent, grandparent, or other relative or person with whom the judge maintains a close familial relationship. See Sections 2B, 3E(1)(c), 4E(1), and 4G.

“Spouse” includes not only a husband or wife but also any person with whom the judge maintains a shared household and conjugal relations. See Sections 3E(1)(c), 3E(1)(d), 3E(2), 4D(5)(a), 4D(5)(b), 4H(1)(b), 4H(3), and 5A(3)(a).