

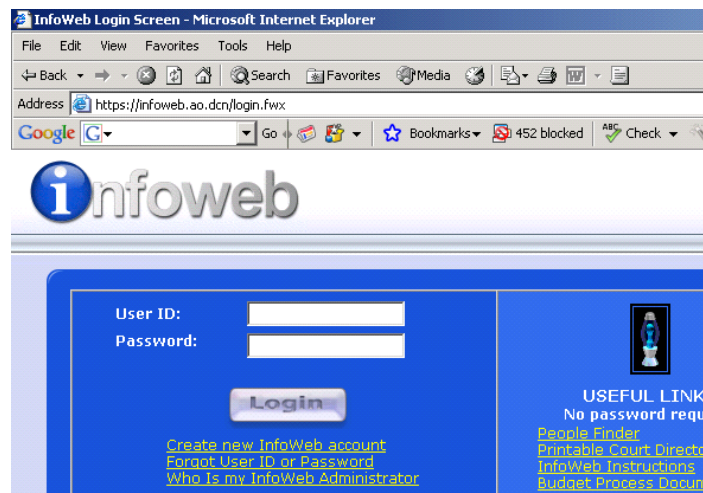
IMPORTANT INFORMATION FOR FEDERAL JUDGE-ATTENDEES

Consistent with Judicial Conference policy, you are required to report your attendance at this seminar within 30 days of the conclusion of this program.

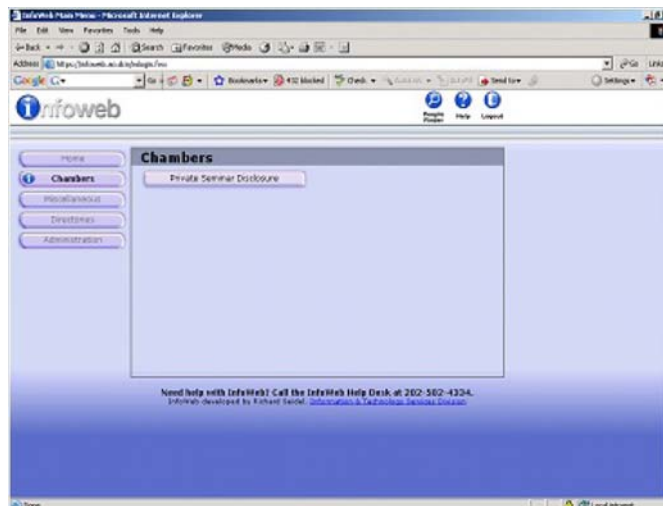
The reporting consists of four easy steps:

- Step 1 - Log into the InfoWeb
- Step 2 - Click on the Private Seminars Tab
- Step 3 - Look up the seminar by name or date
- Step 4 - Click on the disclosure button

To get started, you or your assistant must access the InfoWeb on the J-Net, the judiciary's internal web site (<https://infoweb.ao.dcn/login.fwx>). You need to use your individual password and user ID to log in, just as you do when you report your non-case-related travel each year. Here is what the log-in page looks like:



Once you log into the InfoWeb, you can access the Privately Funded Seminars Disclosure Reporting System by clicking on a button labeled “**Chambers**” and then click on the button labeled “**Private Seminar Disclosure.**” Here is what the page captioned “Chambers” looks like:



Next, look up the seminar either by the name of the provider or the date (month and year) of the program. Then, click on the disclosure button next to the listed seminar. Here is what the “Private Seminar Disclosure System” page looks like.

• [Overview of Privately Funded Seminars Disclosure Reporting System](#)

Disclosure of relevant information by seminar providers does not signify that the provider or a particular program has been endorsed by either the Judicial Conference or the Administrative Office of the U.S. Courts. Also, neither the Conference nor the Administrative Office has verified or otherwise substantiated the information reported by seminar providers.

Selection Criteria

Seminars provided by: All Providers

or

Seminars that start in: July 2008

Seminars starting in July 2008

Start	Provider: Title (click to view disclosure)	Disclosure
07/06/08	George Mason University Law & Economics Center: Lincoln as President	
07/10/08	George Mason University Law & Economics Center: Culture & Markets	
07/12/08	Pound Civil Justice Institute: Summary Judgment on the Rise: Is Justice Falling?	
07/13/08	Dwight D. Opperman Institute of Judicial Administration: New Appellate Judges Seminar	
07/20/08	FREE: Climate Change, Economics, & the Courts	

Enter annotations regarding your attendance at this seminar

Disclose your attendance at this seminar

That's it! You have complied with the Judicial Conference's seminar reporting requirements.

Reminder: Before attending a covered seminar, a judge must determine that the program provider has disclosed certain financial and programmatic information to be sure that attendance does not create any conflicts with cases before the judge. You can do this by logging into the system, as described above, and then clicking on the title of the seminar (which will be underscored and highlighted in blue). The system will then send you an automated reminder to disclose your seminar attendance upon completion of the seminar.

Should you have any questions or concerns about the Conference policy or the Privately Funded Seminars Disclosure Reporting System, contact Steve Tevlowitz, Assistant General Counsel, Administrative Office of the U.S. Courts, at 202-502-1100 or steve_tevlowitz@ao.uscourts.gov.