

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA

7

IN RE:
FINANCIAL DISCLOSURE REPORT
(AO FORM 10)

GENERAL ORDER
NUMBER 39

* * * * *

Public Law 95-521 requires financial disclosure of all Judges of this Court (active and senior) and certain judicial officers. Each person covered by the Act is to file with the Clerk of this Court completed AO Form 10, copies of which are to be sent by the reporting person to the Judicial Ethics Committee. Upon receipt of this report by the Clerk, the following rules shall be followed:

1. File each individual's report in a separate Acco fastener folder.
2. These folders are to be kept together in a folder envelope under the direction of the Clerk or Chief Deputy Clerk under suitable security measures. They are not to be available to other persons in the Clerk's Office.
3. Requests by persons for inspection shall be handled by the Clerk, Chief Deputy Clerk or in the absence of both, a previously designated Deputy Clerk.
4. A written application must be filed and handled by the Clerk, Chief Deputy Clerk or the previously designated Deputy Clerk. (Form is attached).
5. The application form is to be executed first and the Clerk or designated person will then obtain the file requested and place the requesting individual and the file in the private office of the Clerk or Chief Deputy Clerk. Copy work is 50 cents per page.
6. If a person requests more than one file, a form is to be prepared for each file requested.
7. A Xerox copy of the application shall be sent under "confidential" cover to the individual whose file has either been inspected or copied.

While these reports shall be made available for inspection or copying in accordance with the provisions of the Act, they shall nevertheless be treated as confidential material and shall be placed in a file by the Clerk accordingly.

This order shall become effective immediately.

Baton Rouge, Louisiana, April 27, 1979


CHIEF JUDGE