

Financial Disclosure Statement

Quick Reference Guide

For additional assistance, please contact:

<p><i>Debra Kaminski</i> debra.kaminski@mdcourts.gov <i>(410) 260-1271</i></p>	<p><i>Ebonye Caldwell</i> ebonye.caldwell@mdcourts.gov <i>(410) 260-1289</i></p>
---	--

NOTE: For best results, use Google Chrome or Microsoft Edge to access the links below.

Link to Accessing the Online Filing System*
(for filers with an mdcourts.gov email address)

<https://mdcourts-fds.athent.com/disclosure/filing.action>

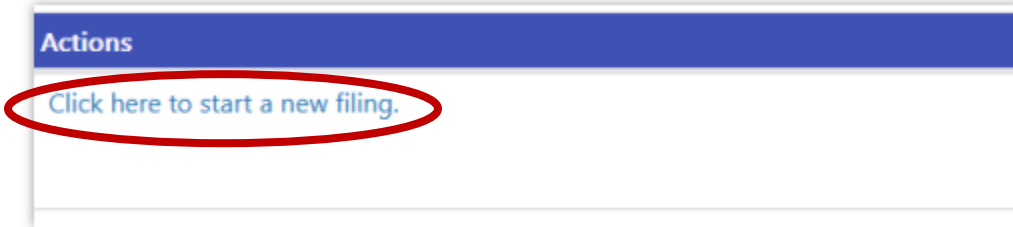
**The filing system is linked to the Judiciary's Active Directory so, if you are logged into your Judiciary computer or laptop, you will be able to instantly access the site.*

Link to Accessing the Online Filing System**
(for Orphans' Court Judges and Court Auditors/Examiners)

<https://mdcourts-fds.athent.com/disclosure/extfiling.action>

***Orphans' Court Judges and Court Auditors/Examiners will receive two separate emails from the AOC Human Resources Division. One with your username and another with your temporary password. After logging in, the system will ask you to answer two security questions of your choosing and to enter a new password before proceeding with completing your Statement.*

- After logging into the system, click on the following hyperlink, located in the upper right portion of the screen, to begin a new statement for the current filing year: **Click here to start a new filing**



- Select your **designation/title** from the dropdown menu (*Judge, Magistrate, District Court Commissioner, etc.*). Confirm that the filing year and filing period are correct. Then click on **Next**.

Fields marked as * are mandatory.

Maryland Judiciary Financial Disclosure Statement

*Choose the appropriate designation/title for your statement
Select

*Filing year
2023

Separation report
 Yes

Filing Period

*From
01/01/2023

*To
12/31/2023

PREVIOUS

NEXT

- By clicking on **Next**, you can navigate through each of the Schedules. If you have information to report on a particular schedule, Click **“YES”**. This will open the questions. After answering all of the questions, click **“SAVE”** at the bottom of the screen. **NOTE: You must click “SAVE” after entering data in each Schedule.**

- If you do not have information to report on a particular Schedule, then click “**NO**” and then “**NEXT**” to move onto the next Schedule.

Fields marked as * are mandatory.

Gifts received during reporting period

*D. I received during the reporting period gifts



Yes No

Fields marked as * are mandatory.

Gifts received during reporting period

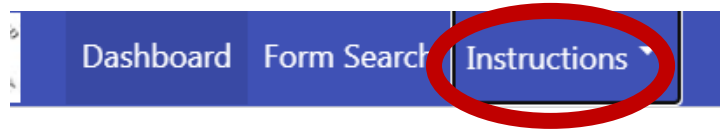
*D. I received during the reporting period gifts

Yes No

- The Schedules are listed on the left-hand side of the screen...
 - The  indicates that the schedule has been **completed by the filer** (or “No” has been selected for that schedule if there is no data to report).
 - Clicking on the  icon opens the **instructions** for that individual schedule.




- The **complete instructions** may also be accessed by clicking on Instructions at the top of the screen and opening the file called **“2023 Instructions”**.



- **After saving the information**, if you have **additional** information to report on a Schedule, click on the plus sign (+) icon towards the top of the screen.

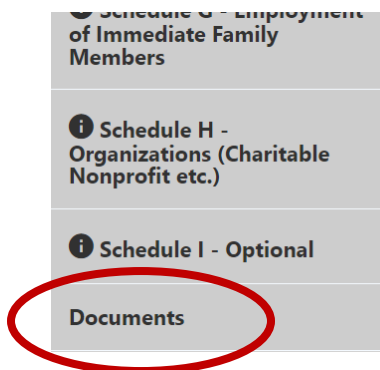




If you need to **edit** information on a Schedule, click on the  icon.

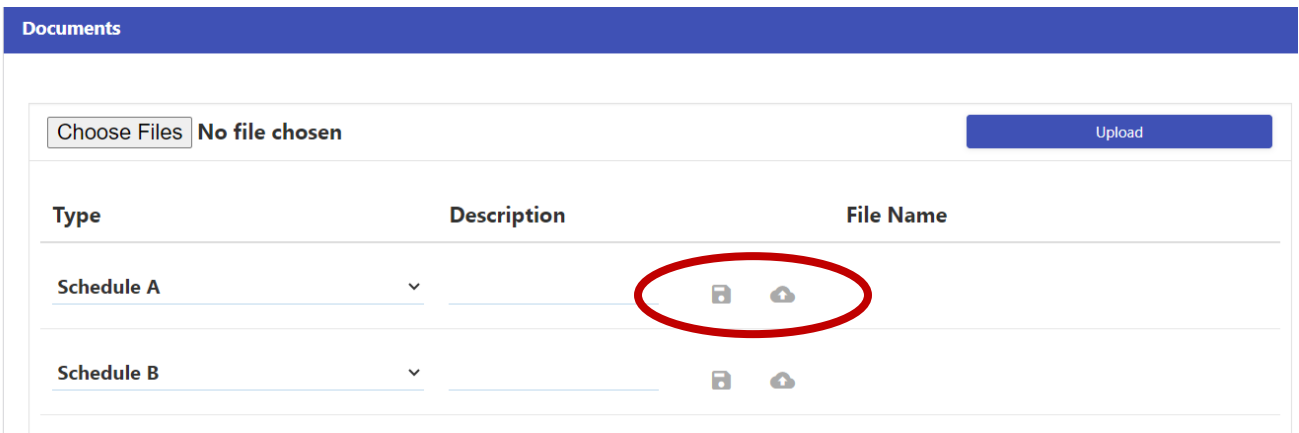


Uploading Attachments

For Schedules A and B, you may attach a document in lieu of answering the individual questions. To attach a document from your computer, click on **“Documents”** on the left-hand side of the screen.



Click on the  icon to **select** a document from your computer. Click the  icon to **save** the document to your Statement. *You may enter a description of the document, if you wish.*



The screenshot shows a 'Documents' section with a header bar. Below the header, there is a 'Choose Files' button and a 'No file chosen' status. To the right is an 'Upload' button. Below this is a table with three columns: 'Type', 'Description', and 'File Name'. The table has two rows: 'Schedule A' and 'Schedule B'. In the 'File Name' column of the 'Schedule A' row, there are two icons: a save icon and an upload icon. These two icons are circled in red.

NOTE: For security reasons, prior to uploading a document, please redact any sensitive information such as your home address and account numbers. Redact beneficiaries' names and replace with their relationship to you (i.e., spouse, son, daughter).


Saving/Submitting Your Statement

While working on your Statement, you will notice two options at the bottom of the screen. Clicking on “**DRAFT**” will save your Statement so that you can continue working on it at a later date.

Clicking on “**SUBMIT**” will send your Statement to the AOC Human Resources Division for review. After your Statement is reviewed, a copy will be forwarded to the State Ethics Commission.




Creating an Amendment

If you need to make changes to a Statement that has already been submitted, you will need to log into the system and, from your **Dashboard**, click on the  icon next to the Statement you wish to amend. A copy of your current Statement will open from which you can make any necessary corrections and re-submit as an amendment.



Viewing Your Statement

To view a PDF copy of your Statement, click on the PDF  icon from the Dashboard.

