

# **Financial Disclosure Statement**

## **Quick Reference Guide**

*For additional assistance, please contact:*

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***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 be required to change their password to a minimum of 16 characters and to select and answer two security questions.*

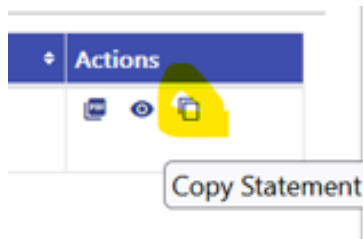
- If you filed online last year, below are instructions for copying your previous year's data into your current statement:

- From your Dashboard, look for the table labeled **Past Filing** and locate the previous year's filing



Past Filing
Filing Year
2023

- Under the **Actions** column, click on the last icon to “**Copy Statement**”



Actions
Copy Statement

- On the next screen, choose your **designation/title** from the dropdown box and change the **filing year** and the **filing period**.

Please ensure to click the Save button at least once before you leave the application.

Fields marked as \* are mandatory.

#### Maryland Judiciary Financial Disclosure Statement

\*Choose the appropriate designation/title for your statement

Magistrate

Separation report

☒ Yes

#### Filing Period

\*From

01/01/2024

PREVIOUS

\*Filing year

2023

Select

2015

2016

2017

2018

2019

2020

2021

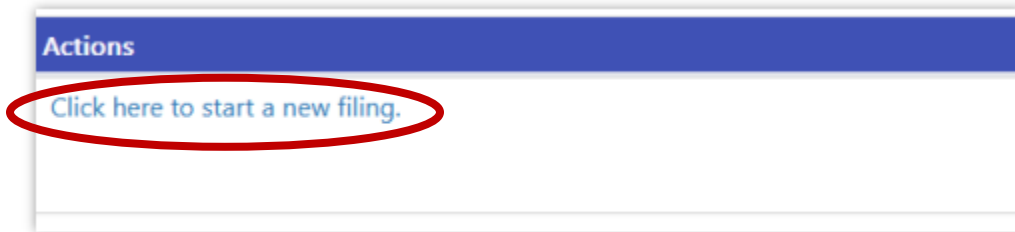
2022

2023

2024

**SAVE** - Your saved statement will be available under the current filing portlet in the dashboard. You can save the information but not submit the disclosure form for review.

- If you wish to start your statement from scratch, then click on:  
**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

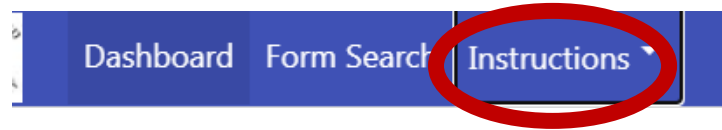
\*D. I received during the reporting period gifts

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.


Statement Detail	
 	Schedule A - Real Properties
 	Schedule B - Interests in Corporations (Stocks Mutual Funds etc.)
 	Schedule C1 - Interests Held in Business Entities Other Than Corporations
 	Schedule C2 - Obligations of Others
 	Schedule D - Gifts Received
 	Schedule E - Offices/ Directorships/ Salaried Employment

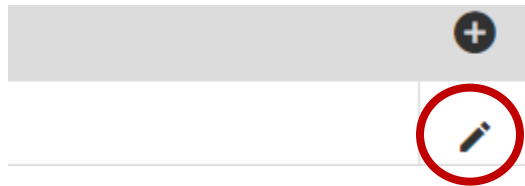
- The **complete instructions** may also be accessed by clicking on Instructions at the top of the screen.



- **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.

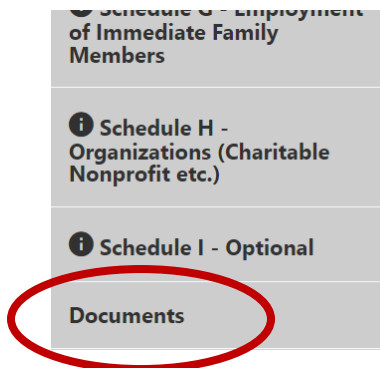




If you need to **edit** information on a Schedule, click on the  icon.



## Uploading Attachments

For Schedule A, 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 “Choose Files” and then “upload  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.*

Documents

Choose Files

No file chosen

Upload

Type	Description	File Name
Schedule A		<div> <div></div> <div></div> </div>
Schedule B		<div> <div></div> <div></div> </div>

**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).

For Schedule B, you may attach documents directly from the Schedule by clicking on **“YES – SEE ATTACHED”**. The dialog box below will automatically appear. Click on **“Choose Files”** and then click on **“Upload”** to attach the documents to your statement.

Choose Files

No file chosen

Upload

Type	Description	File Name
Schedule B	Browser Details	<div> <div></div> <div></div> </div> <div>Screenshot from 2025-01-23 11-07-12.png</div>
Schedule B	Cities Details	<div> <div></div> <div></div> <div></div> </div> <div>Cities_in_United States.ods</div>


## Saving/Submitting Your Statement

While working on your Statement, you will notice two options at the bottom of the screen. Clicking on “**SAVE**” will save your Statement so that you can continue working on it at a later date. ***It is recommended that you click on save after entering data on each schedule.***

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/Printing Your Statement

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



You may also print your Statement by clicking on Print PDF at the bottom of the screen.

