

**INSTRUCTIONS FOR JUDGE OR JUDICIAL BRANCH EMPLOYEE TO DISCLOSE
INCIDENTAL HOSPITALITY AT AN EVENT AS REQUIRED BY 930 CMR 5.08(3)(b).**

USE THIS FORM FOR EVENTS OTHER THAN BAR ASSOCIATION EVENTS

A form for disclosing incidental hospitality at **bar association events** is also available.

WHEN TO USE THIS DISCLOSURE FORM

You are a **judge or judicial branch employee**, and your attendance at an event will serve a **legitimate public purpose**, i.e., it will promote the interests of the Commonwealth, a county or a municipality. **Hospitality incidental to the event will be provided by a non-public entity** (but not a lobbyist). You are disclosing that you are accepting payment or waiver of **expenses worth \$50 or more** related to your attendance at the event, including

- **Cost of admission/registration**
- **Refreshments**
- **Materials**
- **Transportation within the Commonwealth**

FILING THE DISCLOSURE

Before you attend the event, **you must file a written disclosure:**

- **Disclose** the facts relating to your attendance at the event and the payment or waiver of expenses by the non-public entity;
- **Submit the disclosure to the Chief Justice of your court, or to his or her designee.**

The Chief Justice has to make a written determination both that:

- 1) Acceptance of reimbursement, waiver or payment of these expenses and costs will serve a **legitimate public purpose**; and
- 2) Such **public purpose outweighs any special non-work related benefit** to you or to the person providing the payment or waiver of expenses.

Your disclosure will be maintained at the court and made available to the public upon request.

If you need advice about completing the disclosure, please call the Attorney of the Day at (617) 371-9500 or e-mail the State Ethics Commission at requestadvice@massmail.state.ma.us.