

**INSTRUCTIONS FOR DISCLOSURE BY STATE EMPLOYEE
AS REQUIRED BY 930 CMR 6.06(2)**

**FINANCIAL INTEREST IN A CONTRACT TO PROVIDE SERVICES
FOR THE COMMITTEE FOR PUBLIC COUNSEL SERVICES**

WHEN TO USE THIS DISCLOSURE FORM

You are a **state employee**. While you are a state employee,

- **Section 7** prohibits you from having a financial interest in a contract made by a state agency unless you can satisfy the requirements of an exemption.
- **Section 4** prohibits you from receiving compensation from anyone other than the state, or acting as agent (i.e., representative, spokesperson) or attorney for anyone other than the state, in connection with a matter of direct and substantial interest to the state.

In various matters, the **Committee for Public Counsel Services (“CPCS”)** provides persons with representation and service, and assigns attorneys or personnel to provide such representation and service.

In connection with these matters, **you expect to provide:**

- **representation or services to, or on behalf of, persons for CPCS, or**
- **services to, or on behalf of, attorneys and personnel assigned by CPCS.**

After you file the disclosure below, **you may have a contract with CPCS to be compensated for these services**, and **you may otherwise receive compensation in relation to these services**. You also **may act as agent or attorney on behalf of the persons, attorneys or personnel** in relation to these services. You will not violate § 7 or § 4.

FILING THE DISCLOSURE

Complete the disclosure form below.

Get **written approval** of the proposed arrangement

- From **CPCS**;
- From **the appointing authority or his/ her designee for your state employee position**, if different from CPCS; and

File the disclosure with the **State Ethics Commission**.

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.