

United States Bankruptcy Court  
Northern District of New York

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Administrative Order

In the Matter of

No. 09-04

Employee Disclosure

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To properly maintain the integrity of the United States Bankruptcy Court, all employees are required to disclose the following:

1. any arrests and indictments
2. any criminal cases(s) in which the employee is a named defendant
3. any criminal conviction(s) not previously disclosed
4. any civil proceeding in which the employee is a named defendant
5. any bankruptcy filing in which the employee or an entity in which the employee holds an interest is seeking relief
6. any foreclosures on property in which the employee holds an interest
7. any writs of garnishment against the employee's wages
8. any Orders of Protection the employee has either obtained against an individual or which have been issued against them
9. any employment offer, prior to accepting the employment agreement

Employees of the Clerk's office are to report the above-listed events to the Clerk of the Court. Chambers employees are to report any of these events to their appointing Judge. Employees are to disclose the above-listed events as soon as they become known to the employee. However in the case of an arrest or indictment, the employee must report these events within 36 hours.

Minor traffic violations (speeding, parking, moving violation, etc.) are not reportable, however a restricted, suspended or revoked driver's license must be reported.

Failure to notify the Clerk of the Court or appointing Judicial Official may result in an adverse action including possible termination of employment.

It is so Ordered:

Dated: March 16, 2009

  
\_\_\_\_\_  
Hon. Robert E. Littlefield, Jr.  
Chief, U.S. Bankruptcy Judge

# Acknowledgment

I \_\_\_\_\_ the undersigned hereby acknowledge the receipt and reading of Administrative Order No. 09-04. I will abide by the requirements set forth therein and will immediately notify my appointing officer if any of these events occur during my employment with the Court. I understand failure to do so may lead to a possible adverse action or termination of employment.

Dated:

\_\_\_\_\_  
Employee Signature