

CLE materials for

Court Web: Ethics for Federal Law Clerks

The Federal Judicial Center has provided the attached materials to assist courts in program planning and in applying for continuing legal education (CLE) credit for the webcast *Court Web: Ethics for Federal Law Clerks*. The materials include faculty biography, a continuing legal education application form, and a certificate of attendance for the webcast.

The Center is unable to process individual applications for CLE credit, and therefore there is no preapproval, but these materials will help you facilitate the process in your court. **Each individual attorney is responsible for submitting an application for CLE and for making any payments that are required.** The Center does not have course numbers for the jurisdictions; you will have to acquire that information once you apply for CLE credit in the jurisdiction for which you desire credit. With regard to the Court Training Specialist signature that is required on the Certificate of Attendance, you can have your court's Training Coordinator/Training Specialist or Human Resources Specialist/Human Resources Manager sign the certificate. After it is signed, please submit the form to the CLE Commission or State Bar for which you seek credit. We strongly recommend that you contact your state's CLE board for information about CLE requirements, which vary from state to state.

If you have any questions about the CLE application process please contact Rhonda Starks at 202-502-4059 or rstarks@fjc.gov. If you have any questions about the program in general please contact Brenda Baldwin-White at 202-502-4112 or Bbaldwin-white@fjc.gov.

Program Description

Court Web: Ethics for Federal Law Clerks

September 26, 2019 -1:00 p.m.-2:00 p.m. ET

Host Brenda Baldwin-White, Senior Judicial Education Attorney, talks with Judge Virginia Kendall (N.D. Ill.) about the codes of conduct that govern law clerk behavior, including identifying conflicts of interest, determining appropriate conduct inside and outside the courthouse, writing and teaching outside of one's job, and understanding and avoiding the various pitfalls surrounding the use of social media. The discussion helps clerks, judges, and chambers staff sort through the inevitable ethical issues confronting chambers during the employee transition. The discussion also teaches individuals how to research their own ethical issues as well as how to spot those ethical issues that are less intuitive.

Honorable Virginia M. Kendall

Judge Kendall was appointed to the United States District Court for the Northern District of Illinois in January, 2006. She currently serves on the Judicial Conference of the United States= Codes of Conduct Committee, and has sat by designation with the Seventh, Ninth, and Federal Circuit Courts of Appeal. At the time of her appointment, she was serving as a Deputy Chief of the United States Attorney's Office in Chicago, where she had been working as a prosecutor for more than ten years.

Judge Kendall is the co-author of *Child Exploitation and Trafficking: Examining the Global Challenges and the U.S. Responses*, (Rowman & Littlefield Publishers, Inc., 2011), with T. Markus Funk, Foreword by The Hon. Richard A. Posner. She teaches law at University of Chicago School of Law, Northwestern University Law School, and Loyola University School of Law. Judge Kendall is the author of several law journal articles on a variety of topics, including child molestation statutes, human trafficking, and community reform projects. She currently lectures extensively in the areas of human trafficking, child exploitation, electronic discovery, internet and computer investigations, intellectual property case management, ethics, and victims' rights. Judge Kendall has traveled through the State Department and Lawyers Without Borders and other organizations to Kenya, Zambia, Liberia, Italy, India, Thailand, and Cyprus to teach judges about public corruption, crimes against women and human trafficking.

Judge Kendall received her Bachelor of Arts and Master of Arts degrees from Northwestern University and her J.D. from Loyola University School of Law.

UNIFORM APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION

To the state of:

1. Sponsoring organization:
 Name: **Federal Judicial Center**
 Address: **Education Division (ED)**
One Columbus Circle, NE
Washington, DC 20002-8003
 Telephone: **202-502-4059 x4059** Fax: **202-502-4299**
 Email: **rstarks@fjc.gov**

2. Title of educational activity: **Court Web: Ethics for Federal Law Clerks**
3. Date(s) and location(s): **LIVE on September 26, 2019 (being recorded for later viewing)**

4. Registration fee: **- 0 -**

5. Writing surface available? **Yes** **No**

6. Delivery Method(s): **faculty in room with participants;**
 telephone to broadcast site; **interactive video;** **webinar;** **audiotape presentation;** **streaming video;**
 interactive computer/Internet; **discussion leader present**

7. Type of Law code(s): 1. ; 2. (Optional) ; 3. (Optional)
 Difficulty Level: **Beginner;** **Intermediate;** **Advanced**

8. Advertised to: **Lawyers;** **Clients;** **Others (specify): Federal Judges and Attorneys**

9. List any admission restrictions:

10. "In-house activity" requirement (see local rules to determine applicability):
 open/publicized to outside lawyers **outside lawyers are 0% of faculty** **clients are 100% of audience**

11. Method of evaluation: **participant critique;** **independent evaluator;** **none;**
 other:

12. Description of materials to be distributed: **total pages ;** **loose-leaf** **bound**
 Distributed: **before program;** **at program;** **other:** **Online**

13. REQUIRED ATTACHMENTS to this application:
 a. time schedule (brochure, course outline, course description)
 b. table of contents or equivalent
 c. faculty name(s) and credentials (if not in brochure or description)
 d. complete set of materials (only in states where required)
 e. fees (only in states where required)

14. Total minutes of instruction, not including breaks, meals or introductions:
 General (non-ethics): **0**
 Ethics (minutes): **60** Substance Abuse: **0**
 Total: **60**
 Other: **0**

15. Approval by other states: Granted by:
 Denied by:

16. Submitted by: **employee of sponsor/provider;** **individual lawyer**

STATE ACCREDITATION OFFICE
 NOTICE OF DECISION
 Course No. _____

(To be completed by the state accreditation office and returned to applicant)

The following action has been taken on this application:

RETURNED for more information. Please complete each item on the form indicated by the number(s) circled below:
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

APPROVED for ___ CLE credits, Including ___ Ethics credits

DENIED Reference _____

SEE ATTACHED MATERIALS.

 Name of person applying (type or print)

 Address (if different than above)

 Signature

 Date

 Phone and Fax (if different than above)

 E-mail address (if different than above):

Court Web: Ethics for Federal Law Clerks
webcast presentation from the Federal Judicial Center

ATTENDANCE CERTIFICATE

This certificate should be filed with the appropriate MCLE Board or Commission within 30 days of this activity.

(keep a copy for your records)

Date you participated in the program: _____

Registrant signature

Registrant name

Address

City, state, zip code

_____ for _____
Attorney No. (if applicable) State

I attended a total of ____ hours at the viewing site in _____
(Please note that different jurisdictions approve varying numbers of credit. The total hours above is the actual number of 60-minute hours attended.)

Affirmation/Verification/Attendance Code: Please enter the Affirmation Code that was displayed on the screen during the webcast.

COURT TRAINING SPECIALIST CERTIFICATION

This will certify that the above-named person attended the *Court Web: Ethics for Federal Law Clerks* webcast

Court Training Specialist/Court Training Coordinator/Human Resources
Specialist/Human Resources Manager signature