

CLE materials for

## *Court Web: Ethics Training for Federal Judicial Law Clerks and Employees*

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 Training for Federal Judicial Law Clerks and Employees*. 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](mailto: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](mailto:Bbaldwin-white@fjc.gov).

## **Program Description**

### ***Court Web: Ethics Training for Federal Judicial Law Clerks and Employees***

**September 16, 2020 – 1:00 p.m. -2:30 p.m. ET**

Host Brenda Baldwin-White, Senior Judicial Education Attorney, talks with Judge Ralph Erickson of the Eighth Circuit Court of Appeals, Judge Virginia Kendall of the Northern District of Illinois, and Robert Deyling, Assistant General Counsel, Administrative Office of the U.S. Courts, 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 employee onboarding. The discussion also teaches how to research personal ethical issues and how to spot those ethical issues that are less intuitive.

## ***Faculty Biographical Information***

**Robert Deyling**, Assistant General Counsel, Administrative Office of the U.S. Courts, Washington, DC

**EDUCATION:** B.A., Stanford University, 1982; J.D., New York University, 1987.

**PROFESSIONAL:** Associate attorney, Crowell & Moring, Washington, DC, 1987-1991; Staff Attorney, U.S. Court of Appeals for the DC Circuit, 1991-1994; Supreme Court Fellow, 1994-1995; Attorney-Advisor, Administrative Office of the U.S. Courts, 1995-2004; Assistant General Counsel, Administrative Office of the U.S. Courts, 2004-present.

**Honorable Ralph Erickson**, Eighth Circuit Court of Appeals, Fargo, ND

**EDUCATION:** B.A., Jamestown College, 1980; J.D., University of North Dakota, 1984.

**PROFESSIONAL:** Private Practice, West Fargo, North Dakota, 1984-1994; Magistrate Judge, State of North Dakota, 1993-1994; County Judge, State of North Dakota, 1994; District Judge, State of North Dakota, 1995-2003; U.S. District Judge, since 2003; Chief U.S. District Judge, since 2009.

**Honorable Virginia M. Kendall**, Northern District of Illinois, Chicago, IL

**EDUCATION:** Northwestern University, B.A., 1984; Northwestern University, M.A., 1987; Loyola University Chicago School of Law, J.D., 1992.

**PROFESSIONAL:** Law clerk, Hon. George M. Marovich, U.S. District Court, Northern District of Illinois, 1992-1995; Adjunct professor, Loyola University School of Law, 1995-; Assistant U.S. Attorney, Northern District of Illinois, 1995-2005; Judge, U.S. District Court, Northern District of Illinois, 2006-present.

*Court Web: Ethics Training for Federal Judicial Law Clerks and Employees*  
*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 Training for Federal Judicial Law Clerks and Employees* webcast

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

**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 Training for Federal Judicial Law Clerks and Employees**
3. Date(s) and location(s): **LIVE on September 16, 2020 (Being recorded for later viewing)**
4. Registration fee: **- 0 -**
5. Writing surface available?  **Yes**  **No**

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.

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:
 

<ol style="list-style-type: none"> <li>a. time schedule (brochure, course outline, course description)</li> <li>b. table of contents or equivalent</li> <li>c. faculty name(s) and credentials (if not in brochure or description)</li> <li>d. complete set of materials (only in states where required)</li> <li>e. fees (only in states where required)      <b>\$0.00</b></li> </ol>	14. Total minutes of instruction, not including breaks, meals or introductions: General (non-ethics): <b>0</b> Ethics (minutes): <b>90</b> Substance Abuse: <b>0</b> Total: <b>90</b> Other: <b>0</b>
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15. Approval by other states:    Granted by:      **Texas**  
    Denied by:
16. Submitted by:  **employee of sponsor/provider;**  **individual lawyer**

Name of person applying (type or print)	Address (if different than above)
Signature	Phone and Fax (if different than above)
Date	
E-mail address (if different than above):	