

CLE materials for

***Court Web: Ethics for Federal Law Clerks and Other Judicial Employees – 2023***

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 and Other Judicial Employees – 2023*. The materials include faculty biography, a continuing legal education application form, and a certificate of attendance (**fillable and not fillable forms**) 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. (The FJC does not sign this document.)** 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 for Federal Law Clerks and Other Judicial Employees – 2023***

**September 27, 2023 – 1:00 p.m. – 2:40 p.m.**

Host Brenda Baldwin-White, Senior Judicial Education Attorney, talks with Judge Jennifer W. Elrod of the Fifth Circuit Court of Appeals, and Chair, U.S. Judicial Conference Committee on Codes of Conduct, Judge Henry E. Autrey of the Eastern District of Missouri, and Michael Delman, Assistant General Counsel, Administrative Office of the U.S. Courts, about a series of matters related to judicial employee ethics. The discussion includes topics such as (1) the rules regarding confidentiality (and how they relate to workplace misconduct); (2) judicial employee conflicts of interest; (3) judicial employees and outside activities, such as civic organizations, political activity, social media, and more; (4) gifts; and (5) career plans and pursuing future employment. The discussion also reviews how to obtain ethics guidance, as well as how to spot ethical issues that are less intuitive than one might think.

**Faculty:** Judge Jennifer W. Elrod, Fifth Circuit Court of Appeals, and Chair, U.S. Judicial Conference Committee on Codes of Conduct; Judge Henry E. Autrey, Eastern District of Missouri; and Michael Delman, Assistant General Counsel, Administrative Office of the U.S. Courts.

## ***Faculty Biographical Information***

**Judge Henry E. Autrey:** Eastern District of Missouri

**Federal Judicial Service:** Judge, U.S. District Court for the Eastern District of Missouri  
Nominated by George W. Bush on March 21, 2002, to a seat vacated by George F. Gunn.  
Confirmed by the Senate on August 1, 2002 and received commission on August 2, 2002.

**Education:** St. Louis University, B.S., 1974; St. Louis University School of Law, J.D., 1977

**Professional Career:** Assistant circuit attorney, St. Louis, Missouri, 1977-1986; first assistant circuit attorney, 1984-1986; Judge, Circuit Court of Missouri, St. Louis Circuit, 1986-2002; associate circuit judge, 1986-1997; circuit judge, 1997-2002.

**Michael Delman:** Assistant General Counsel, Administrative Office of the U.S. Courts

**Education:** Washington University in St. Louis, B.A., 2004; Washington University in St. Louis, J.D., 2007

**Professional Career:** Staff Attorney, U.S. Court of Appeals for the Eighth Circuit, St. Louis, M.O. 2007-2009; Attorney Advisor, U.S. Department of Homeland Security, Washington, D.C. 2009-2011; Attorney Advisor, Federal Emergency Management Agency, Washington, D.C. 2011-2016; Attorney Advisor & Deputy Ethics Official, U.S. Department of Homeland Security, Washington, D.C., 2016-2017; Assistant General Counsel, Office of General Counsel, Administrative Office of the U.S. Courts, 2017-Present

**Judge Jennifer W. Elrod:** Fifth Circuit Court of Appeals, and Chair, U.S. Judicial Conference Committee on Codes of Conduct

**Federal Judicial Service:** Judge, U.S. Court of Appeals for the Fifth Circuit  
Nominated by George W. Bush on March 29, 2007, to a seat vacated by Patrick E. Higginbotham. Confirmed by the Senate on October 4, 2007 and received commission on October 19, 2007.

**Education:** Baylor University, B.A., 1988; Harvard Law School, J.D., 1992

**Professional Career:** Law clerk, Hon. Sim Lake, U.S. District Court, Southern District of Texas, 1992-1994; Private practice, Houston, Texas, 1994-2002; Adjunct faculty, University of Houston Law Center, 1995; Judge, Harris County [Texas] One Hundred and Ninetieth District Court, 2002-2007.

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 Fax: 202-502-4299
Email: rstarks@fjc.gov

2. Title of educational activity: Court Web: Ethics for Federal Law Clerks and Other Judicial Employees 2023

3. Date(s) and location(s): LIVE September 27, 2023 (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. JUD; 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): 90 Substance Abuse:
Total: 90
Other: 0

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

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

STATE ACCREDITATION OFFICE
NOTICE OF DECISION
Course No.
(The following action has been taken on this application:
RETURNED for more information.
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 and Other Judicial Employees – 2023***

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

\_\_\_\_\_  
Attorney No. (if applicable) for \_\_\_\_\_  
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.

\_\_\_\_\_

**TRAINING COORDINATOR CERTIFICATION**

This will certify that the above-named person attended the *Court Web: Ethics for Federal Law Clerks and Other Judicial Employees – 2023* webcast.

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

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Registrant signature

\_\_\_\_\_  
Registrant name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, state, zip code

\_\_\_\_\_  
Attorney No. (if applicable) for \_\_\_\_\_  
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