

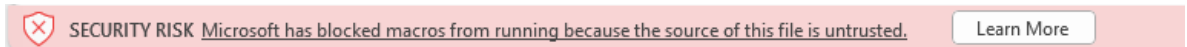
Completing the Judicial Financial Interest Statement (Word version)



The instructions on this page are designed to assist in the completion of the macro-enabled version of the Judicial Financial Interest Statement (JFIS).

Forms that are a macro-enabled Word document are most efficient when they are opened in the Microsoft Word program.

Open the form in Microsoft Word. In the yellow ribbon at the top of the document, click on “Enable Editing.”

IF you receive the pink “SECURITY RISK” ribbon after clicking “Enable Editing,” follow the directions in the “Learn More” button or use these instructions:



1. **close the document.**
2. Open “File Explorer”  If it’s not on your task bar, click on your ‘Start’ Menu  and search for it.
3. Once you locate the file in your recent downloads list (Ch5Art3AppB), right-click on the file name.
4. Select “Show more options”
5. Select “Properties”
6. At the bottom of the next pop-up, check the “Unblock” box, click “Apply,” and click “OK”
7. Reopen the file from the “File Explorer” menu. After it opens, click “Enable Editing” from the yellow ribbon. The pink ribbon should not appear again, and you will now be able to complete the form.

Moving to each area that is gray in color allows input into that section.

In the first section of the JFIS, complete the information for the reporting year.

Choose the court you are serving as well as your role. Drop-down lists will activate once you click on or tab to that area.

If you have worked in more than one role during the reporting year, check the box and use the next set of drop-down lists to identify that roll.

Filing for Calendar Year Ending December 31, Year.

I am a judge serving the: Choose an item.

OR

I am a: Choose an item.

I worked in more than one role this year.

 Previously I was a judge serving the: Choose an item.

 OR

 Previously I was a Choose an item.

 The previous role ended on: Click or tap to enter a date.

Judicial District (if applicable): Judicial District.

If you do not have an assigned Judicial District enter “N/A”

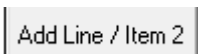
ITEM 1 - Provide your contact information.

ITEM 1 – Name, office address, telephone number, email address:			
Last Name.	First Name.	M.I.	
Last Name	First Name	M.I.	
Office Address.			
Office Address			
City.	NE	ZIP code	(xxx) Phone
City	State	Zip Code	Telephone Number
Email			
Email Address			

For instructions regarding the content requirements for ITEM 2 – ITEM 8, refer to [Neb. Ct. R. Chapter 5, Article 3, Appendix C.](#)

For each item number complete the information.

If additional rows are needed to complete the information in the item numbers that are in table format, click on the button in that table.



A new line will be added to that table, and the rest of the document moves down accordingly.

Before:

ITEM 2 – Compensation for extrajudicial activities as permitted by Rule 3.12 (do not report item where the amount or value of such item, alone or in the aggregate with other items received from the same source in the same calendar year, does not exceed \$100) (Rules 3.15(A)(1) and 3.15(C)):				
Add Line / Item 2				
Date	Place	Nature of Activity	Payor	Amount of Compensation
■	■	■	■	■

After:

ITEM 2 – Compensation for extrajudicial activities as permitted by Rule 3.12 (do not report item where the amount or value of such item, alone or in the aggregate with other items received from the same source in the same calendar year, does not exceed \$100) (Rules 3.15(A)(1) and 3.15(C)):				
Add Line / Item 2				
Date	Place	Nature of Activity	Payor	Amount of Compensation
■	■	■	■	■
■	■	■	■	■

As many lines as are necessary can be added to a table using this method.

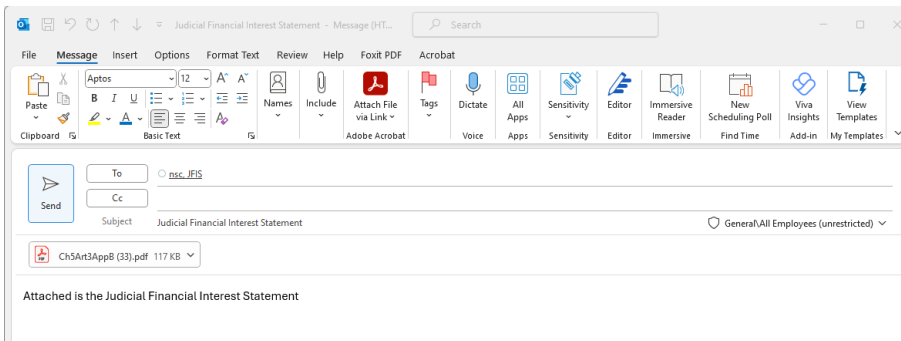
Item 7-A, and 7-B are text fields that will expand as necessary depending on the amount of content. These spaces will increase in size and move the rest of the form down to subsequent pages when needed.

ITEM 9 is the signature section of the JFIS. A typed signature is the equivalent of a manual signature.

After you have the form completed, click the “Submit” button on the last page.



The button will create a new email message with a .pdf of your JFIS attached that is ready for you to hit “Send.”



If you want to keep a copy for your records, you can open the attachment before you hit send and print a copy.