

## Completing the Judicial Financial Interest Statement (PDF version)

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

All forms that are a .pdf document are most efficient when they are opened in Adobe or another .pdf viewer.

If the form is opening in a browser tab, some of the functions within the document may not work correctly. To change the settings so that the form will open in the .pdf viewer, you may follow the instructions found in this tutorial: [Downloading Adobe and Browser Settings](#).

Before beginning, reset the form using the “button” in the upper right corner of the form to ensure the form is blank.

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 using the drop-down lists.

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, \_\_\_\_\_

---

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: \_\_\_\_\_

---

ITEM 1 - Provide your contact information.

---

ITEM 1 – Name, office address, telephone number, email address:

---

_____	_____	_____
Last Name	First Name	MI

---

Office Address

\_\_\_\_\_

---

_____	NE	_____	( )
City	State	Zip Code	Telephone Number

---

Email Address

---

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

ITEM 7-A, and 7-B are formatted with a font that will reduce in size if more space is required to complete the entry.

Each of the item numbers that are in a table format have five rows for information.

If additional rows are needed to complete the information, a checkbox is available to add a duplicate section of the item number on page 5.

When this checkbox is activated on any of the first 4 pages,

Check this box if additional rows are needed on any tables.

this will appear at the top of page 5:

If no additional lines were needed for any of the item numbers, these pages will remain blank.

To add sections for other Item numbers requiring additional lines, check the box below this section.

Item 2    Item 3    Item 4    Item 5    Item 6    Item 7    Item 8

Choose a radio button for the item number you require additional rows for.

Example: If the radio button for Item 4 is chosen, this will be shown:

Item 2    Item 3    Item 4    Item 5    Item 6    Item 7    Item 8

ITEM 4 – Reimbursement of expenses and waiver or partial waiver of fees or charges as permitted by Rule 3.14(A) (do not report if amount of reimbursement or waiver, alone or in the aggregate with other reimbursements or waivers received from the same source in the same calendar year, does not exceed \$100) (Rules 3.15(A)(3) and 3.15(C)):		
Name of Funding Source	Type or Purpose of Funding (“reimbursement of expense” or “waiver of fee”)	Amount or Value Received

Check this box if additional rows are needed.

Checking the box at the bottom of the new section will give the next prompt to add another item number that needed more rows. There are a total of four additional sections possible.

--	--	--

Check this box if additional rows are needed.

To add sections for other Item numbers requiring additional lines, check the box below this section.

Item 2    Item 3    Item 4    Item 5    Item 6    Item 7    Item 8

If the checkbox on pages 1-4 to activate the additional sections was marked in error, and NO additional rows were needed for any of the tables, check this box to return the last pages to “blank”

Check this box if additional rows are needed on any tables.  
 Check this box if there were NO additional rows needed in any of the tables.

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

To submit the completed form, save a copy including your name and the reporting year in the name of the file.

Attach the saved copy to an email and send it to [nsc.jfis@nejudicial.gov](mailto:nsc.jfis@nejudicial.gov).