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ONE HUNDRED ELEVENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515-6328

April 15, 2009

FINANCIAL DISCLOSURE CLINICS

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Standards of Official Conduct
Zoe Lofgren, Chair *ZL*
Jo Bonner, Ranking Republican Member *JB*

The annual Financial Disclosure Statements of House Members and officers, and senior staff House employees are due on **Friday, May 15, 2009**. Staff of the Committee on Standards of Official Conduct will be conducting two clinics open to all House Members and staff on how to complete the forms. First-time filers are particularly encouraged to attend, as the clinic will provide detailed guidance on how to complete the form and will help filers avoid common mistakes.

The clinics have been scheduled for 10:00 a.m. in the Capitol Visitor Center (CVC) Auditorium on the following dates:

Wednesday, April 22, 2009

Friday, May 1, 2009

No RSVP is required to attend the clinics. Each clinic will last approximately one hour and may be taken to fulfill the extra hour of specialized training required once this Congress for senior staff employees under the mandatory ethics training requirement.

In addition, Committee staff will be available in person to answer questions and review drafts of your completed forms on **Tuesday, May 5, 2009, from 10:00 a.m. to 1:00 p.m. in 2253 Rayburn HOB.**

Committee staff will also respond to any questions on financial disclosure at (202) 225-7103 and are available to review forms before they are filed with the Clerk of the House. **Staff must submit their draft reports for review no later than Thursday, May 7, 2009, to ensure that the review will be completed by the filing deadline.** Anyone wishing to have his or her form reviewed in advance of filing may fax a copy to Committee staff at (202) 225-3713.