

0.0.03 | APPEARANCE, DISCLOSURE & DOCKETING STATEMENTS

A party in a civil, agency, bankruptcy, or mandamus case, other than the United States or a party proceeding in forma pauperis, must file a disclosure statement, except that a state or local government is not required to file a disclosure statement in a case in which the opposing party is proceeding without counsel. The disclosure statement must identify all parent corporations and list any publicly held company that owns 10% or more of the party's stock or has a direct financial interest in the litigation by reason of a franchise, lease, profit sharing agreement, insurance, or indemnity agreement. A negative disclosure statement is also required. This information is used by the judges to determine their disqualifications. Loc. R. 26.1.

The clerk's office provides the disclosure statement form and notifies the parties that it must be filed within 14 days.

Docketing statements are not required in pro se cases. Any attorney filing documents in a pro se case must also file an appearance of counsel form.

A disclosure statement is required by the government if there was an organizational victim of the alleged criminal activity.

(4th Circuit Court of Appeals // December 2023)

