

**UNITED STATES DISTRICT COURT**

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M E M O

To: All Federal Bar Members

From: Sue Beitia, Clerk of U.S. District Court, District of Hawaii

Date: February 3, 2017

Subject: Corporate Disclosure Statements

Federal Rule of Civil Procedure 7.1 and Criminal Rule 12.4 both address the filing of Corporate Disclosure Statements.

Both rules state “A party must:

- (1) file the Rule 7.1(a) (*or* 12.4(a)) statement with its first appearance, pleading, petition, motion, response, or other request addressed to the court, and
- (2) promptly file a supplemental statement upon a change in the information that the statement requires.”

Thank you for your cooperation in this matter.