

FORM 2 QUARTERLY CLIENT DISCLOSURE

FOR QUARTER ENDING (Check One)
 March; June; September;
 December, 197__

PART A

Name: _____ Telephone: _____
(LAST) (FIRST) (MIDDLE) (A/C) (NUMBER)

Address: _____
(STREET) (CITY) (ZIP CODE) (COUNTY)

PART B

Filing as a: Local Officer; State Officer; Specified Employee

Agency is a unit of [check one]: State of Florida; An Agency below the State Level

Name of agency: _____

Position held in agency: _____

Date on which present term or employment began: _____

PART C

DISCLOSURE OF CLIENTS REPRESENTED BEFORE AGENCIES [Required by Florida Statutes §112.3145(4) (1975)]

1. If you are a state officer or specified employee—

Please list below the names of all clients who were represented for a fee or commission during the previous calendar quarter before any agency at the state level of government either by you or by any partner or associate of a professional firm of which you are a member and of which representation you have actual knowledge. Also list the name of the agency before which such clients were represented.

2. If you are a local officer—

Please list below the names of all clients who were represented for a fee or commission during the previous calendar quarter before any agency below the state level of government either by you or by any partner or associate of a professional firm of which you are a member and of which representation you have actual knowledge. Also list the name of the agency before which such clients were represented.

NOTE: "Representation" includes actual physical attendance on behalf of a client in an agency proceeding, letters written or documents filed on behalf of a client, and personal communications made with the officers or employees of any agency on behalf of a client. **"Representation"** DOES NOT include appearances before any court, appearances before judges of industrial claims, representations on behalf of one's own agency in his official capacity, the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license based on a quota or a franchise of such agency, or a license or operation permit to engage in a profession, business or occupation, so long as the issuance or granting of such license, a variance, special consideration, or a certificate of public convenience and necessity do not require the agency to exercise substantial discretion.

You are **NOT** required to disclose appearances in ministerial matters, i.e., where the person before whom you represent a client takes action in a prescribed manner in obedience to the mandate of legal authority, without the exercise of the person's own judgement or discretion as to the propriety of the action taken. For example, filing a document with a Circuit Court Clerk is a ministerial matter since it requires no discretionary action by the Clerk. This form need not be filed if no reportable representations were made during the quarter.

NAMES OF CLIENTS	NAMES OF AGENCIES

