



Public Comment Policy

The Administrative Conference of the United States frequently seeks public comments on its proposed recommendations, reports, regulations, and other agency matters. The following policies apply to public comments received:

Posting of Comments

When the Conference solicits public comments, it will (subject to the exceptions specified below) post such comments on its website, on the page associated with the project as to which comments were solicited. Comments received in paper form will be scanned and posted. The Conference will endeavor to post all comments as soon as reasonably practical, without waiting for the end of the comment period. Exceptions: the Conference will not post comments that contain trade secret or other confidential information, or that are obscene, libelous, threatening, unrelated to the subject as to which comments were solicited, or otherwise evidently inappropriate for posting.

Anonymous or Pseudonymous Comments

The Conference requests that it receive comments signed with the real name and address of the commenter. However, the Conference will permit comments that are anonymous or submitted under an Internet handle or other alias and will post such comments, subject to the exceptions noted above.

Late Comments

The Conference welcomes public comments on its pending reports, recommendations, and other projects at any time. When the Conference seeks public comments on a specific matter within a specific comment period, only comments received during that period are guaranteed consideration.

How to Submit Effective Comments

The following tips should help members of the public to submit effective comments:

- The Conference will typically call for comments on a specific document or documents, such as a draft report or recommendation. Be sure to read the document(s) before submitting comments.
- Clearly identify the issues on which you are commenting. Stick to the topic on which comments are requested and avoid unrelated matters.



ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

- The comment process is not a vote. The Conference attempts to formulate the best policy, which is not necessarily the most popular policy. Therefore, when making a comment, it is important that you explain your reasons for your position.
- Provide relevant data and examples in support of your position. Examples may include personal experiences. Include citations or links to relevant studies, articles, reports, or legal authorities.
- If you identify a problem with the proposal on which you are commenting, consider suggesting a better alternative.
- Consider the pros and cons of your position and explain them. Consider the views and suggestions of others, and respond to them with facts and reasons.
- If you comment on the comments of others, identify such comments before you respond to them.
- Be civil and courteous. It's fine to disagree with the Conference or with another commenter, but avoid personal attacks or overheated rhetoric.
- If you have credentials or experience that give you expertise in the topic on which you are commenting, explain what they are. If you are commenting on behalf of an organization, explain the nature of your organization.
- There is no minimum or maximum length for an effective comment, but comments that make their points plainly and succinctly and that avoid unnecessary repetition are usually most effective.