

**UNITED STATES DISTRICT COURT
for the
MIDDLE DISTRICT OF PENNSYLVANIA**

REQUIREMENTS FOR MOTIONS FOR DEPOSITING FUNDS INTO THE COURT’S REGISTRY

DISBURSING FUNDS FROM THE COURT’S REGISTRY

MOTIONS FOR INTERPLEADER DEPOSIT (28 U.S.C. Section 1335) *effective 4/1/2017*

MOTIONS FOR INTERPLEADER DISBURSEMENTS *effective 4/1/2017*

1. REQUIREMENTS FOR PREPARING MOTIONS TO DEPOSIT FUNDS IN THE COURT’S REGISTRY (NON-INTERPLEADER DEPOSITS)

The title on the motion should be:

“Motion to Deposit Funds in the Court Registry” and must include the amount you wish to deposit. These funds will not be invested into **CRIS (Court Registry Investment System)**. If you want the funds invested into CRIS, your motion should have the following title:

“Motion to Deposit Funds in the Court Registry and Invested in CRIS”

Your **Proposed Orders** should correspond to the title of your motions (e.g. **Order to Deposit Funds in the Court Registry** or **Order to Deposit Funds in the Court Registry and Invested in CRIS**).

Once your motion and proposed order is prepared, you must electronically file them in the court’s ECF System. Please **log into ECF** and click on the headings below:

Select **Civil from the blue menu bar** → then select **Motions and Related Filings** → then select **Motions**

Select the event - **Deposit Funds in the Court Registry**

2. DISBURSING FUNDS FROM THE COURT’S REGISTRY

When you wish to request that the funds be disbursed from the Court’s Registry (non-interpleader disbursement), please title your Motion as follows:

Motion for Disbursement of Funds

Select **Civil from the blue menu bar** → then select **Motions and Related Filings** → then select **Motions**

Select the event – **Disbursement of Funds**

3. REQUIREMENTS FOR PREPARING MOTIONS FOR INTERPLEADER DEPOSITS (28 U.S.C. SECTION 1335) Effective 4/1/2017

NOTE: If you file a Complaint for Interpleader and wish to request funds be deposited into the Court's Registry or CRIS, you still must file a Motion for Interpleader Deposit (28 U.S.C. Section 1335) and a Motion for Interpleader Disbursement (28 U.S.C. Section 1335) when you request the funds to be disbursed. Please see instructions below on the proper way to title your motions and Page 3 of this document for explanation of fees:

The title of the motion should be:

Motion for Interpleader Deposit (28 U.S.C. Section 1335) – If your motion includes fees and/or expenses, please place that in the title of your motion (e.g. **Motion for Interpleader Deposit (28 U.S.C. Section 1335 – Includes Fees/Expenses)**). You must then list the fees/expenses in your motion and proposed order (e.g. attorneys' fees).

Your **proposed order** should correspond to the same title as your motion (e.g. **Order for Interpleader Deposit (28 U.S.C. Section 1335)**).

Once your motion and proposed order is prepared, you must electronically file them in the court's ECF system. Please **log into ECF** and click on the headings below:

Select **Civil** from the blue menu bar → then select **Motions and Related Filings** → then select **Motions**

Select the event - **Interpleader Deposit (28 U.S.C. Section 1335)**

4. MOTIONS FOR INTERPLEADER DISBURSEMENTS (28 U.S.C. SECTION 1335) Effective 4/1/2017

When you wish to request that the interpleader funds be disbursed from the Court's Registry, be sure to use the following title on your Motion:

Motion for Interpleader Disbursement (28 U.S.C. Section 1335)

Select **Civil** from the blue menu bar → then select **Motions and Related Filings** → then select **Motions**

Select the event – **Interpleader Disbursement (28 U.S.C. Section 1335)**

**MISCELLANEOUS FEE SCHEDULE FOR HANDLING AND MANAGEMENT OF REGISTRY FUNDS DEPOSITED
AND/OR INVESTED IN THE COURT REGISTRY INVESTMENT SYSTEM (CRIS)**

12. For handling registry funds deposited with and held by the court, the clerk shall assess a charge from interest earnings, in accordance with the detailed fee schedule issued by the Director of the Administrative Office of the United States Courts.

For management of registry funds invested through the Court Registry Investment System, a fee at an annual rate of 10 basis points of assets on deposit shall be assessed from interest earnings, excluding registry funds from disputed ownership interpleader cases deposited under 28 U.S.C. § 1335 and held in a Court Registry Investment System Disputed Ownership Fund.

For management of funds deposited under 28 U.S.C. § 1335 and invested in a Disputed Ownership Fund through the Court Registry Investment System, a fee at an annual rate of 20 basis points of assets on deposit shall be assessed from interest earnings.

The Director of the Administrative Office has the authority to waive these fees for cause.