

IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA

IN RE:
PRO BONO FUND

:
: STANDING ORDER NO. 05-05
:

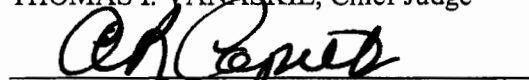
STANDING ORDER

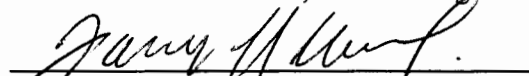
Effective October 3, 2005, the court hereby amends the policy for administering the court's Pro Bono Fund, a non-appropriated fund established for the purpose of reimbursing court-appointed pro bono attorneys for costs necessarily incurred representing indigent litigants in civil cases.

The special admission fee, which is collected by the Clerk of Court pursuant to the Local Rules of Court in an amount established by Standing Order, shall be deposited into the court's Pro Bono Fund. The Pro Bono Fund shall be maintained by the Clerk of Court "as Trustee" in the depository designated by the court. The fund shall be capped at \$10,000.00 with any surplus to be transferred to the Library Fund.

IT IS FURTHER ORDERED that the Trustee shall account for and disburse from the Pro Bono Fund such sums as shall be authorized and approved pursuant to the guidelines established for the fund. The total amount for the reimbursement of counsel may not exceed \$1,500.00 in any case.

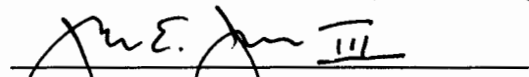

THOMAS I. VANASKIE, Chief Judge


A. RICHARD CAPUTO, District Judge

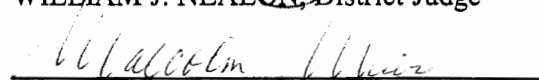

JAMES M. MUNLEY, District Judge

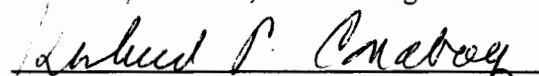

YVETTE KANE, District Judge

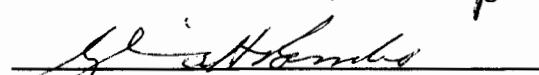

CHRISTOPHER C. CONNER, District Judge

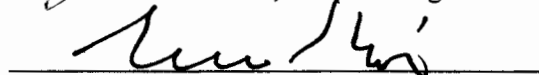

JOHN E. JONES, III, District Judge

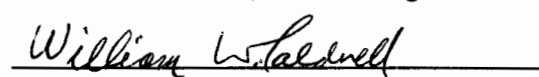

WILLIAM J. NEALON, District Judge


MALCOLM MUIR, District Judge


RICHARD P. CONABOY, District Judge


SYLVIA H. RAMBO, District Judge


EDWIN M. KOSIK, District Judge


WILLIAM W. CALDWELL, District Judge


JAMES F. McCLURE, JR., District Judge

Dated: September 30, 2005

**GUIDELINES FOR THE ADMINISTRATION OF THE PRO BONO FUND
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA**

(Amended 1/29/2021 Due to Change in Chapter 4 (Disbursing Appropriated Funds) Guide to Judiciary Policy, Volume 13 (Finance and Budget):

- **Mandated electronic funds transfer (EFT) for the movement of local attorney admissions collections from Treasury accounts to commercial bank accounts (i.e., no Treasury checks).**
-

A. Source of Funds

The district, by standing order, has adopted a policy which provides for the collection of a special attorney admission fee collected pursuant to the Local Rules be deposited in the Pro Bono Fund.

B. Purpose of the Pro Bono Fund

The Pro Bono Fund will be used for the purpose of reimbursing court appointed pro bono attorneys for costs necessarily incurred representing indigent litigants in federal civil cases.

C. Custodian

The court hereby appoints the Clerk of Court as trustee and custodian of the Pro Bono Fund.

D. Procedure for Maintaining Fund

1. The Pro Bono Fund shall be maintained separately from any other funds of the court.
2. Attorneys, when specially admitted to practice before this court shall pay an admission fee pursuant to the Local Rules in an amount established by Standing

Order. (As of January 29, 2010, the fee for Pro Hac Vice admission is set at \$50.00.)

3. All fees collected for the special admission of attorneys shall be deposited initially in Fund 6855XX. At the end of every month, the total monies held in Fund 6855XX for the Pro Bono Fund will be transferred as follows:

- a. The Financial Deputy will review the Pro Bono Fund (DPAM3XXPB000001) by running the Case Debt Type Payment – All, to determine the amount available to be transferred. This report is attached to the PQC generated in JIFMS to transfer the funds via Electronic Funds Transfer (EFT) to the trustee for all pro bono deposits for the month.
- b. The Electronic Funds Transfer (EFT) will be deposited in a checking account with the court designated depository. The Electronic Funds Transfer (EFT) is directly deposited in the checking account with the court designated depository.
- c. The checking account will be established under the name of US District Court of PA Pro Bono Fund, with the Clerk of Court as Trustee.
- d. At the end of any month in which the balance in the checking account exceeds \$2,000.00 the excess will be transferred by check/EFT to an interest-bearing savings account. Whenever the balance of the savings account appears to be substantial enough to warrant investment in short term but higher interest instruments, the Trustee shall investigate what is available and submit a proposal for approval.
- e. The Pro Bono Fund shall be capped at \$10,000.00. At the end of any month

in which the combined balance of all the Pro Bono accounts exceed \$10,000.00 the surplus shall be transferred to the Library Fund and deposited therein.

E. Procedure for Requesting Reimbursement

1. At the conclusion of a case, any court-appointed pro bono attorney may request reimbursement for costs necessarily incurred provided that the attorney has not received or will not receive sufficient funds to cover the costs incurred, whether by way of monetary judgment for the client, under a contingent fee arrangement, an award of attorney's fees made by the court, or other payment. A "Request for Pro Bono Reimbursement," including an accounting of the expenses claimed, shall be submitted directly to the Chief Judge. The document shall not be filed with the Clerk of Court. The form must be type written and include the caption of the case, case number, presiding judge and be entitled "Request for Pro Bono Reimbursement." The document must be signed and verified by the pro bono attorney requesting reimbursement.
2. The total amount claimed in any case may not exceed \$1,500.00
3. Upon review of any request for reimbursement and after consultation with the presiding judge, the Chief Judge shall issue an order either denying the request or directing the Clerk of Court to disburse funds to the pro bono attorney. The "Request for Pro Bono Reimbursement" and order will be forwarded to the Clerk of Court.
4. A Pro Bono disbursement file will be maintained by the Clerk of Court and will

contain all request for reimbursement and orders related thereto.

F. Procedures for Disbursement

All disbursements shall be made by the Trustee via check for such sums as are authorized and approved by the Chief Judge.

G. Reporting

The Trustee shall file quarterly, with the Chief Judge, a detailed accounting of the beginning balance for the period, all funds received, disbursed (describing specific purpose), and the balance on deposit at the end of the period. Once the monthly bank statement is received, the financial deputy will reconcile the checking account in Quick Books. The financial deputy will provide the Trustee a detailed accounting including the beginning balance for the period, funds received and disbursed, and the balance at the end of the period. The financial deputy will also provide a detailed accounting of the savings account and any other interest-bearing accounts to the Trustee. The Quick Books reports provided also include a Balance Sheet and a Detailed Statement of Income and Expenses.

s/ John E. Jones III
Hon. John E. Jones III, Chief Judge
United States District Court
Middle District of Pennsylvania

Dated: January 29, 2021