

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

IN RE: FEES FOR GENERAL ADMISSION
OF ATTORNEYS

:
:
:
:
:

STANDING ORDER NO. 2020-32
(Supersedes Standing Order 2020-27)


STANDING ORDER

Effective December 1, 2020, the fee to be charged by the Clerk for general admission to the bar of this court shall be that amount set by the Judicial Conference of the United States (presently \$188.00) which shall be deposited to the Treasury of the United States and an additional assessment of \$25.00 which shall be placed in the deposit fund and monthly transferred to the Library Fund of this court for a total of \$213.00.

The Library Fund shall be maintained by the Clerk of Court “as Trustee” in the depository designated by the court.

IT IS FURTHER ORDERED that the trustee shall account for and disburse from the Library Fund such sums as shall be authorized and approved by the court pursuant to the guidelines established for the fund.

For the Court,



John E. Jones III, Chief Judge
Middle District of Pennsylvania

Dated: December 7, 2020

GUIDELINES FOR THE ADMINISTRATION OF THE LIBRARY FUND
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA

1. Source of Funds

This district, by standing order, has adopted a policy which provides for the collection of an attorney admission fee which is equal to the fee set by the Judicial Conference of the United States plus a \$25.00 assessment for the library fund of the district.

2. Purpose of the Library Fund

These non-appropriated funds will be used for the benefit of the bench and the bar in the administration of justice. Examples of proper common uses of these funds include, but are not limited to: Attorney admission proceedings, including expenses of admission committees and admission ceremonies, attorney discipline hearings, furnishings, equipment and amenities for lawyer lounges that may not be purchased or funded with appropriated funds, surety bond for the custodian of the account, fees for services rendered by outside auditors or accountants in auditing the fund, donations to organizations that provide legal representation, reimbursement by courts to jurors for lost or damaged personal property incident to their jury service, hospitality items for which appropriated funds may not be used, cash donations to law related education or charitable organizations, expenses of circuit judicial conferences to the extent permitted by the Judicial Conference policy, any other purpose for which appropriated funds may not legally be used that will benefit the bench and the bar in the administration of justice. The Guide, Volume 4, Chapter 6, section 670 which governs the Court's Local Attorney Admission Funds, is hereby adopted as part of these Guidelines and attached hereto. The Guide, Volume 11, Section 270, Attorney Admission Fund is also hereby adopted as part of these Guidelines and attached hereto.

3. Custodian

The court hereby appoints the Clerk of Court as trustee and custodian of the library fund who shall maintain the fund separate from any other funds of the court.

4. Procedure - Deposits

A. Attorneys, when generally admitted to practice before this court, will pay an admission fee equal to the fee set by the Judicial Conference (currently \$188.00) which shall be deposited to the Treasury of the United States and an additional assessment of \$25.00 which shall be placed in the deposit fund and transferred monthly to the Library Fund of this court (total fee \$213.00). A receipt will be issued and appropriately noted for deposit as follows:

1. The fee set by the Judicial Conference will be deposited to the credit of the Treasurer of the United States as follows: \$20.00 in Fund 085000 (Treasury – Registration & Filing Fees – Attorney Admission Fees) and \$168.00 in Fund 510000 (Judiciary Filing Fee).
2. The \$25.00 assessment will be placed in Fund 6855XX (Local Attorney Admissions Fund), the deposit fund.

B. The total monies held in Fund 6855XX for the Library Fund will be transferred monthly as follows:

1. The Financial Deputy will review the library fund (DPAM3XXLB000001) 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 U.S. Treasury check/EFT (Electronic Funds Transfer) to the trustee for all library fund deposits for the month.
2. The U.S. Treasury check/EFT will be deposited in a checking account with the court

designated depository. If a U.S. Treasury check is used, the U.S. Treasury will mail a check to the Scranton Clerk's Office. Once received, a deposit slip is prepared and the U.S. Treasury check, along with the deposit slip is delivered to the designated depository. If EFT is used, the library fund deposit is directly deposited into the checking account with the court designated depository.

3. The checking account will be established under the name of US District Court of PA Library Fund, with the Clerk of Court as Trustee.
4. At the end of any month in which the balance in the checking account exceeds \$5,000.00, 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.
5. Procedure – Disbursements
 - A. All disbursements shall be made by the Trustee via U.S. Treasury check/ EFT for such sums as are authorized and approved by the Chief Judge by means of an order.
 1. The financial deputy prepares the court order to be signed by the Chief Judge. Once prepared, the court order and invoice are emailed to the Chief Judge for approval and signature.
 2. Once the signed court order is received by the financial department, the disbursement procedures are as follows:

For disbursements via U.S. Treasury check, a payment packet is prepared for the Clerk of Court. The payment packet includes the prepared check for the Clerk's

signature, the invoice being paid and an addressed envelope for mailing. Once the check is signed the Clerk will mail the check. This information is delivered to the Clerk via interoffice mail.

For disbursements via EFT, the same procedure will be followed, except for the clerk signing the check and mailing the check to the vendor. If the payment method is EFT, the court order will designate the payment as an EFT transaction.

3. After the disbursement procedures are completed, a copy of the completed disbursement is forwarded to the criminal docket clerk in Scranton, who will assign a sealed case number using the case type "lf". A separate sealed case number will be assigned to each completed disbursement. The docketed information includes the signed court order, a copy of the invoice and a copy of the prepared check if the disbursement method was U.S. Treasury check. Once docketed, the financial deputy receives the time stamped docketed copy and the payment is processed in Quick Books. This is accomplished by generating an entry to record the expense type to the proper general ledger account.

6. 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
John E. Jones III, Chief Judge
Middle District of Pennsylvania

Dated: December 7, 2020