

SO 1.42 Court Administration Fund

I. OVERVIEW

The Court Administration Fund for this District is a non-appropriated fund established by the judges of the court by order filed September 14, 1989, as the "Library Fund." By subsequent order of June 6, 1990, confirming action of the judges on May 15, 1990, the fund was renamed the Court Administration Fund (the "Fund"). The Fund has been and shall continue to be administered in accordance with the letter memorandum and GUIDELINES FOR NONAPPROPRIATED FUNDS MAINTAINED BY THE COURTS OF THE UNITED STATES issued by the Director of the Administrative Office of the United States Courts dated October 7, 1981, or any revisions or replacements thereof which may issue (the "Guidelines"), and also in accordance with the Court Administration Fund Plan, which has been approved by this Court.

II. FUNDING, USE OF FUNDS AND ISSUANCE OF CHECKS

- a. The monies constituting the Fund may only be disbursed for the purposes set forth in the Guidelines and consistent with the Court's Plan.
- b. The Fund shall be used for such purposes as inure to the Bench and Bar in the administration of justice which are determined by this Court to be appropriate.
- c. Prior to the admission to the bar of this Court, each attorney shall pay a fee of \$45, which amount shall be in addition to the statutory fee for administering the oath of office and issuing the certificate of admission. These funds shall be credited to the Court Administration Fund.
- d. Two signatures shall be required on all checks. One of these two signatures must be by a District Judge. The authorized signatures are: (1) the Clerk of Court, (2) the Chief Deputy, and (3) any District Judge.

III. FUND OVERSIGHT

- a. As outlined in the Plan, the Clerk of Court shall remain as the designated Custodian of the Fund.
- b. There is hereby established the Court Administration Fund Advisory Committee, which shall consist of the Clerk of Court, the Chief Judge of the District, another active Article III Judge of the District, and one member of the Bar, to be chosen by the Chief Judge.
- c. As least annually, the Fund shall be informally audited by the Advisory Committee, using such outside professional expertise as may be necessary under the circumstances.

- d. The Custodian shall provide an interim accounting for all additions to and disbursements from the Fund at each business meeting of the Judges of this Court, but no less often than annually, and in writing. The Custodian shall certify the report as correct.
- e. The Fund always remains subject to audit by the Administrative Office of the United States Courts.

IV. MISCELLANEOUS

This Standing Order supersedes all previous orders regarding the establishment, administration, or oversight of the Fund.

Effective May 21, 2025