

UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF TENNESSEE

FILED BY *[Signature]* D.C.

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Administrative Order No. 93-1

CLERK, U.S. DIST. CT.
W. D. OF TENN. MEMPHIS

IN RE: PLAN FOR THE ESTABLISHMENT, :
ADMINISTRATION AND OPERATION OF THE :
COURT IMPROVEMENT FUND :

It appearing to the Court a need exists to incur certain expenses for the improvement of court operations and for the benefit of the Federal bench and bar in the administration of justice, it is, therefore,

ORDERED that the fund presently established and called "The Court Improvement Fund" (Fund) be financed from fees collected in conjunction with the admission of new attorneys to the Federal Bar and from fees collected from attorneys not admitted to the Federal Bar but who are admitted specially for the purpose of acting as counsel in a case before this court, and from the interest accruing on such Fund balances. The Clerk of Court is appointed custodian of the Fund. It is further

ORDERED that funds collected for deposit in the Fund be used exclusively for the benefit of the Federal bench and bar in the administration of justice, and that no funds collected shall be used to supplement the salary of any Court officer or employee. Examples of appropriate uses of this Fund are:

- Attorney admissions expenditures
- Attorney discipline proceedings
- Periodicals and publications for court library
- Attorney lounge facilities

- Jury Assembly Room amenities
- Judicial investiture proceedings
- Judicial retirement proceedings

It is further

ORDERED that the Clerk of Court, as custodian of the Fund, observe the following responsibilities:

1. Receive that portion of fees collected from attorneys applying for admission to practice, either generally or specially, which is designated for deposit in the Fund and deposit and maintain same in a separate, interest-bearing checking account.
2. Issue payment from such account by check requiring the signature of the Clerk as the Fund's Custodian.
3. Submit to the Court quarterly financial statements with a signed certification the statements accurately represent the financial condition of the Fund.
4. Prepare all reports necessary for the Internal Revenue Service. It is further

ORDERED that the Clerk of Court will cause notice to be given to each attorney petitioning to be admitted to the Bar of this Court, that a \$10.00 portion of the \$30.00 general admissions fee and the \$10.00 pro hac vice admissions fee will be deposited with the Court Improvement Fund. It is further

ORDERED that an appropriate audit of the Fund will be conducted at least every two years. The expense incurred in the

performance of such an audit shall be paid out of the Fund. It is further

ORDERED that when a successor custodian is appointed, outgoing custodian will prepare and sign the following statements in conjunction with an outside audit, unless waived by this Court:

1. The completion of a Statement of Assets and Fund Balance up to the date of transfer to the successor custodian;
2. The successor custodian should execute a receipt for all funds after being satisfied as to the accuracy of statements and records provided by the outgoing custodian.

DONE and ORDERED at Memphis, Tennessee, on this 20th day of April, 1993.

FOR THE COURT: Julia Smith Gibbons
Julia Smith Gibbons
Acting Chief United States District Judge

c: All Western District Judges
Robert R. Di Trolio, Clerk of Court