

2008 JUN -3 PM 4:00

U.S. DISTRICT COURT  
NORTHERN DISTRICT OF OHIO  
CIVIL

EIGHTH AMENDED GENERAL ORDER NO. 103  
IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF OHIO

IN RE: )  
)  
ESTABLISHMENT AND PLAN ) EIGHTH AMENDED  
FOR ADMINISTRATION AND ) GENERAL ORDER NO. 103  
OPERATION OF THE LIBRARY )  
AND MISCELLANEOUS FUND )

**1. Attorney Admission Fees**

- A. The admission fee for attorneys to practice before this Court, pursuant to Local Rule 83.5(g), is established at One Hundred Ninety Dollars (\$190). One Hundred Fifty Dollars (\$150) shall be deposited with the Treasury of the United States; Forty Dollars (\$40) shall be deposited with the Library and Miscellaneous Fund (Fund) and administered as set forth in this Order.
- B. The admission fee for attorneys to appear and participate pro hac vice before this Court, pursuant to Local Rule 83.5(h), is established at One Hundred Dollars (\$100) which is to be deposited into the Fund and administered as set forth in this Order.

**2. Custodian**

- A. The Custodian of the Fund shall be the Clerk of Court for the Northern District of Ohio or his/her designee. The Chief Deputy Clerk shall

countersign all withdrawals. Funds held by the Custodian must be separately maintained. The Custodian and the Chief Deputy Clerk are to be bonded in an amount commensurate with the assets in the Fund, and the cost of the bond and any related deductibles shall be paid from the assets of the Fund.

B. The Custodian shall:

- (a) receive, safeguard, deposit, disburse and account for Fund assets pursuant to Court rules and appurtenant laws;
- (b) ensure that a financial statement and opening report is prepared annually, sign it and distribute a copy to each Judge of the Court, thereby certifying that the statement and report accurately represent the financial condition of the Fund;
- (c) invest in federally insured interest bearing accounts, government securities, or money market funds comprised of government obligations;
- (d) perform such other functions as the Court may direct.

C. The Library Fund Committee shall be responsible for overseeing the Custodian in his/her custodial responsibilities.

**3. Purpose of the Fund**

- A. As authorized by resolution of the Judicial Conference of the United States, funds derived from attorney admission fees are non-appropriated and are not the property of the United States.

- B. The Fund shall be used for the benefit of the Bench and Bar in the administration of Justice and shall not be used to supplement appropriated funds or to supplement the salary of any Court officer or Court employee.
- C. **Pro Bono Civil Cases.** The Fund may be used to reimburse lawyers for certain expenses associated with the evaluation, preparation and presentation of pro bono civil actions, or alternative dispute resolution, in the District.
- D. **Law Day Programs.** The Fund may be used for expenses associated with annual Law Day Programs or other Bench/Bar events.
- E. **Naturalization Ceremonies.** The Fund may be used for expenses associated with Naturalization Ceremonies or other community outreach programs.
- F. **Attorney Outreach Grant Program.** The Fund may be used for expenses associated with the Attorney Outreach Grant Program. In accordance with the Program, bar associations and law schools may submit proposals for funds for speakers or other expenses for programs designed to benefit the bench and the bar in the administration of justice. The Library Committee shall review the proposals and make recommendations to the Court for funding or declining proposals.
- G. **Other.** The Fund may be used for expenses for books, treatises, periodicals (including annual supplements and other recurring expenses), research aids, equipment, facilities and services not available through the Administrative Office of the United States, and for collection and

preservation of records of historical value to the Court.

**4. Approval Process**

- A. Any active Judge, Senior Judge, Bankruptcy Judge, Magistrate Judge or Circuit Satellite Librarian may make recommendations for expenditures to the Chief Judge, with a copy to the Clerk and the Library Fund Committee. Any request up to and including Two Thousand Dollars (\$2,000), for which appropriated funds are not available and which are for the benefit of the bench and the bar, may be approved by the Chief Judge without Court approval up to a maximum of Twenty Thousand Dollars (\$20,000) in a calendar year. Any request up to and including Two Hundred Dollars (\$200), for which appropriated funds are not available and which are for the benefit of the bench and the bar, may be approved by the Clerk of Court without Court approval up to a maximum of Two Thousand Dollars (\$2,000) in a calendar year.
- B. A request in excess of Two Thousand Dollars (\$2,000) shall be forwarded to the Library Fund Committee, with a copy to the Clerk, for review and recommendation to the entire Court. The Committee shall make a report and recommendation regarding the request to the Judges at the next monthly Judges' Meeting or, if time does not allow, e-mail notice and vote may be taken. Majority approval of the Judges is required.

**5. Budget and Audit**

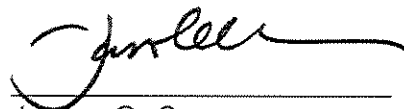
- A. On or before December 1 of each year, the Circuit Satellite Librarians in conjunction with the Clerk of Court shall prepare and submit to the Court for

its approval a proposed annual budget for the Fund for the following calendar year. The budget shall indicate anticipated income from all sources including attorney admission fees and interest on money in the Fund, and shall also set forth the proposed expenditures.

- B. The financial records, disbursements, receipts and earnings statements of the Fund shall be audited by the Management Review Division of the Administrative Office of the United States Courts as part of their periodic reviews of the business of the Court.
- C. The Custodian shall prepare annual financial statements for each calendar year. There shall be an income and expense statement, indicating receipts from all sources, expenditures, and the investment activity within the Fund. The annual financial statement shall be submitted to the Court on or before March 1 of the following year.
- D. The Court may direct that an audit be performed by an outside auditor at any time, and the cost of the audit shall be paid out of the Fund.

IT IS SO ORDERED.

FOR THE COURT



James G. Carr  
Chief Judge  
United States District Court