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MAY - 5 1986
AT SEATTLE
CLERK U.S. DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON
DEPUTY

PLAN FOR THE ADMINISTRATION AND OPERATION OF THE COURT NON-APPROPRIATED FUND

I. INTRODUCTION

In conformity with the "Guidelines for Non-appropriated Funds Maintained by the Courts of the United States" issued by the Director of the Administrative Office of the United States Courts on October 7, 1981, the Court adopts this Plan to establish standards and procedures for the administration and operation of non-appropriated funds held and collected by the Court for the benefit of the bench and the bar.

II. SOURCES OF FUNDS

a. Attorneys admitted to practice in the United States District Court for the Western District of Washington under the conditions prescribed in Local General Rule 2 are required to pay to the Clerk an admission fee of $35.00. $15.00 of the fee will be deposited in the Treasury of the United States as required by 28 U.S.C. 751(e), and $20.00 will be deposted in the name of the United States District Court, Western District of Washington Non-appropriated Fund to be administered as provided herein.

b. Non-admitted attorneys who may be permitted upon a showing of particular need to appear and participate in a particular case, as prescribed in Local General Rule 2(d), are required to pay a fee of $25.00 per case to the Clerk, which will be deposited in the account established for the United States District Court, Western District of Washington Non-appropriated Fund.

III. FUND CUSTODIAN

The Clerk of the Court is hereby appointed custodian of the Fund. He shall:

a. Receive, safeguard, deposit, disburse and account for all funds, as prescribed in this Plan and in pertinent laws;

b. Establish an accounting system approved by the Court;

c. Insure that a financial statement and operating report are prepared annually, sign and distribute a copy to each Judge of the Court, thereby certifying that the statement and report accurately present the financial condition of the fund;

d. Invest funds in federally insured interest-bearing accounts, government securities or money market funds invested in government obligations;

e. Perform such other functions as the Court may direct.

IV. PURPOSE AND USES OF THE FUND

The Fund is to be used for the benefit of the bench and the bar in the administration of justice. Its uses include, but are not limited to:

a. Providing for the Court library useful books, treatises, periodicals, research aids, equipment, facilities and services not available through the Administrative Office of the United States Courts;

b. Providing courthouse facilities and equipment benefitting lawyers, witnesses, or jurors;

c. Developing historical and educational materials, including portraits or other art work of historical value to be place in the courtroom;

d. Supporting attorney discipline proceedings (including expenses of investigating counsel for disciplinary enforcement, travel expenses, and witness fees in disciplinary proceedings);

e. Providing fees for services rendered by outside auditors in auditing the trust;

f. Covering costs of special projects or acquisitions to further the administration of justice within the District.

V. ADMINISTRATION OF THE FUND

An Advisory Committee shall be appointed to advise the Court on matters of policy in the administration of the Fund and making recommendations to the Court on proposed expenditures. The Committee shall be composed of a District Judge, designated by the Chief Judge, who shall serve as chairman, the President of the Federal Bar Association of the district or his or her designee, and the Clerk of this Court.

The Committee, or a majority thereof, shall have the authority to approve individual disbursements not exceeding $500.00 and the Chairman shall have such authority as to individual disbursements not exceeding $100. All expenditures in excess of $500.00 may be authorized only by a majority of active District Judges. Any Judge, staff member, or member of the bar of this Court may make recommendations for expenditures.

VI. AUDIT

The financial records, disbursements, receipts, and earning statements shall be audited by the Management Review Division of the Administrative Office of the United States Courts as a part of their periodic reviews of the business of the Court. The Court Non-appropriated Fund Committee may direct that an audit be performed by an outside auditor at any time. The cost of such audit, if any, shall be paid out of the Fund.

Dated this 5 day of May, 1986.

HONORABLE WALTER T. McGOVERN
Chief United States District Judge

HONORABLE DONALD S. VOORHEES
United States District Judge

HONORABLE JACK E. TANNER
United States District Judge

HONORABLE BARBARA J. ROTHSTEIN
United States District Judge

HONORABLE JOHN C. COUGHENOUR
United States District Judge

HONORABLE CAROLYN R. DIMMICK
United States District Judge

NON-APPROPRIATED FUND/AUTHORIZATION FOR PAYMENT

The Non-appropriated Fund Advisory Committee and the Judges of the District Court hereby authorize the expenditure of funds from the non-appropriated fund account for the acquisition of the following items:

_____ $_____

_____ $_____

_____ $_____

_____ $_____

Submitted and approved for payment this _____ day of _____, 19____.

_____
UNITED STATES DISTRICT COURT JUDGE

_____
BRUCE RIFKIN, FOR THE COMMITTEE