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IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF WISCONSIN

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IN RE:

PETER OPPENEER
CLERK US DIST COURT
WD OF WI.

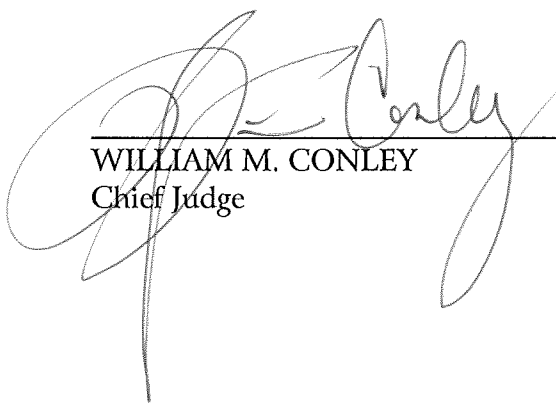
THE ADMINISTRATION OF THE
ATTORNEY ADMISSION FUND

ORDER

IT IS ORDERED that, effective December 1, 2016, the United States District Court for the Western District of Wisconsin adopts the attached Plan for Administration of the Attorney Admission Fund. Pursuant to Section III of the Plan, a \$100 fee will be assessed for each attorney moving to be admitted pro hac vice, and a \$50 fee will be assessed for each attorney petitioning to be permanently admitted. The fees collected will be deposited, administered, and disbursed in accordance with the Plan.

Entered this 23rd day of November, 2016.

BY THE COURT:


WILLIAM M. CONLEY
Chief Judge

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WISCONSIN**

**PLAN FOR THE ADMINISTRATION OF
THE ATTORNEY ADMISSION FUND**

I. ATTORNEY ADMISSION FUND ESTABLISHED

The Court authorizes the creation and maintenance of a non-appropriated fund, referred to as the Attorney Admission Fund (“Fund”). The Fund will be administered in compliance with the Judicial Conference Guidelines set forth in the Guide to Judiciary Policies and Procedures (“Guide”).

II. CLERK APPOINTED AS CUSTODIAN OF THE FUND

The Clerk of the District Court is appointed as the custodian of the Fund, and will perform these duties under the supervision of the Chief Judge. The Clerk of Court may delegate these duties to a deputy clerk. The custodian will:

- A. Receive, safeguard, deposit, disburse, invest, and account for all funds in accordance with any pertinent laws.
- B. Establish an accounting system for the Fund as required by the Court.
- C. Prepare and sign quarterly financial statements that accurately present the financial condition of the Fund. The quarterly financial statements must include the following:
 - i. Beginning balance of assets.
 - ii. Revenue received during the reporting period.
 - iii. Disbursements made during the reporting period, by type of expenditure.
 - iv. Ending balance of assets.
 - v. Obligations, accounts payable, or known future expenditures.
 - vi. Available balance.
- D. Prepare and submit in January of each year an annual report to the Chief Judge summarizing the administration of the Fund during the preceding year.
- E. Perform such other functions as the Court may direct.

III. DEPOSITS

The custodian will collect a fee for general admission to the Court that is above the Judiciary Conference fee under 28 U.S.C. § 1914, and a pro hac vice fee and deposit the fees into the Fund. The amount of the fees will be approved in writing by the Court and may be adjusted from time to time to maintain an appropriate Fund balance and avoid unreasonable accumulation. In addition, other deposits as may be ordered or approved by the Court will be deposited into the Fund. Monies in the Fund will not be commingled with appropriated funds and must be segregated from all other monies in the custody of the Court. All monies in the Fund must be deposited only in federally insured banks or savings institutions. When practical and feasible, all substantial sums should be placed in interest-bearing accounts.

IV. EXPENDITURES

Expenditures from the Fund may be made for any purpose that will benefit the bench and the bar in the administration of justice, provided that no funds will be used to pay for goods or services for which appropriations may be legally used, even if appropriated funds are exhausted or not otherwise available. All expenses must be made in compliance with the procedures in this section and must be consistent with limitations in the Guide.

A. Examples of Allowable Expenditures

The following is a non-exclusive list of appropriate types of Fund expenditures:

- i. Direct donations to the Western District of Wisconsin Bar Association Pro Bono Fund, Inc., a tax exempt public charity that reimburses out of pocket expenses of attorneys who accept pro bono appointments to represent civil litigants in the U.S. District Court for the Western District of Wisconsin who would otherwise appear pro se.
- ii. Expenses of attorney admission ceremonies.
- iii. Expenditures for furniture, equipment, and amenities for the Court's attorney room.
- iv. Expenses of attorney events and meetings, including travel expenses, speaker fees, supplies, and hospitality items such as food, beverages, and awards.
- v. Expenses of public educational events about federal law and federal courts, including travel expenses, speaker fees, supplies, and hospitality items such as food and beverages.
- vi. The cost of mementos for visiting judges or dignitaries.

- vii. Fees for services rendered by outside auditors or accountants in auditing the Fund.
- viii. Expenses of circuit judicial conferences, to the extent permitted by the policy of the Judicial Conference of the United States.

B. Expenditure Process

- i. The custodian has the authority to contribute any amount of the existing Fund balance to the Western District of Wisconsin Pro Bono Fund, Inc.
- ii. The custodian has the authority to make expenditures of up to \$500 per item and \$3,000 per year for other allowable expenditures.
- iii. All other expenditures must be approved in writing by the Chief Judge.
- iv. Any judge or member of the bar may make a recommendation for expenditure from the Fund.

V. AUDITS

The Fund is subject to audit by the Administrative Office of the United States Courts. The Court may appoint an outside auditor or disinterested person to conduct such audits of the Fund as the Court determines may be necessary or appropriate. The written results of such audits should be provided to the Court and may be made available upon request to members of the bar. Reasonable compensation may be provided from Fund assets if the auditor is not a government employee acting in an official capacity. A final audit should be performed prior to the dissolution of the Fund and a written accounting rendered to the Court.

VI. APPOINTMENT OF SUCCESSOR CUSTODIAN

Whenever a successor custodian is appointed, the outgoing custodian will prepare and sign the following statements in conjunction with an exit audit or inspection conducted by an auditor or disinterested person as designated by the Court:

A statement of assets and liabilities;

A statement of revenue and disbursements covering the period since the last quarterly financial statements up to the date of transfer to the successor administrator; and

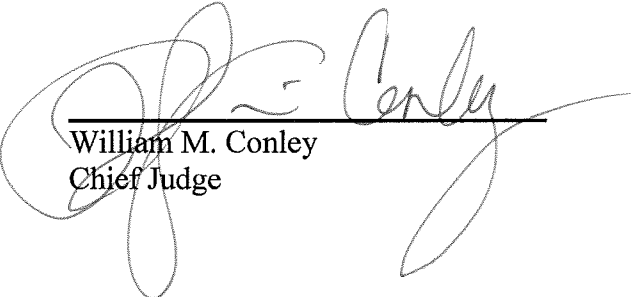
A statement of the balance in any und accounts as of the date of transfer to the successor administrator.

The successor administrator should execute a receipt for all funds after being satisfied as to the accuracy of the statements and records provided by the outgoing administrator. Acceptance may be conditioned upon audit and verification when the circumstances warrant.

VII. DISSOLUTION

The Court may dissolve the Fund in its discretion. All outstanding obligations will be liquidated prior to the dissolution of the Fund, including any expenses resulting from the required final audit. In the event of dissolution, assets of the Fund will be disposed of in a manner that fulfills the purposes of the Fund.

In order to assure these funds are adequately safeguarded and properly invested, the Court adopts this plan this 23rd day of November, 2016.



William M. Conley
Chief Judge