

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF UTAH**

**IN RE: DISTRICT COURT FUND**

2016 DEC -2 3:50  
**AMENDED STANDING ORDER**

DISTRICT OF UTAH  
No. 16-005

BY: \_\_\_\_\_  
DEPUTY CLERK

By order of the Court, the United States District Court for the District of Utah establishes a non-appropriated District Court Fund (Court Fund). The policies and provisions that govern the Court Fund are set forth below.

**A. SOURCE OF FUNDS:**

The Court establishes the following fees for obtaining and for maintaining active membership in the Bar of the Court.

**1. ANNUAL REGISTRATION FEE:** A fee of thirty dollars (\$30), payable in advance on an annual basis, for attorneys who have become members of the Bar of the Court, whose membership is in good standing, and who wish to maintain their membership in an active status.

**2. PRO HAC VICE FEE:** A fee of two-hundred fifty dollars (\$250), payable upon registration for the pro hac vice admission of attorneys who are not members of the Bar of the Court and who do not contemplate regular practice in this Court but who have been retained or otherwise assigned to represent a party in a matter before this Court.

The amount of these fees may be modified from time to time as deemed necessary by the Court.

**B. CUSTODIAN OF THE FUND:**

The Clerk of Court shall serve as the custodian of the Court Fund.

**C. DEPOSIT OF RECEIPTS:**

As custodian of the Court Fund, the Clerk will ensure that fees collected by the Court under Section A shall be deposited to maintain sufficient liquid assets for authorized expenditures. All receipts will be deposited in federally insured banking or savings institutions and, whenever possible, placed into secure interest-bearing accounts or instruments. The funds shall not be intermingled with funds in any official Court registry or other Court-related account, appropriated or non-appropriated.

**D. APPLICABLE PROCEDURES:**

Unless otherwise approved by a majority of the Judges of the Court, the Clerk generally shall follow standard governmental procurement procedures as provided in Vol. 4, Chapter 6 of the Guide to Judiciary Policy before incurring financial obligations for products or services, including the

requesting of bids and properly managing and disposing of property purchased through the Court Fund.E.      **APPROVAL OF EXPENDITURES:**

Proposed expenditures in excess of \$25,000 will not be incurred without the prior approval of the Clerk and Chief Judge.

**F.      DISBURSEMENT OF FUNDS:**

Disbursements from the Court Fund shall be authorized only by a two-signature check with the original signatures of the Chief Judge and/or those individuals who have been designated by the Chief Judge and whose signatures are on record at the institution holding the account as authorized disbursing officers. (Typically these individuals will include the Chief Judge, the Clerk of Court, and the Chief Deputy Clerk.)

**G.      COURT FUND COMMITTEE:**

The Court Fund shall be administered by the Clerk of Court under the direction and in consultation with a Court Fund Committee (Committee). Such Committee shall consist of the active and senior Judges of the Court, with the Clerk of Court serving as the Committee Secretary.

**H.      GENERAL GUIDELINES:**

The Court establishes the following broad and general purposes for which the expenditures from the Court Fund may be authorized:

1.      **BAR CEREMONIES:** To fund various expenses associated with bar swearing-in and registration ceremonies, such as refreshments and supplemental materials provided to new members of the Court's Bar.
2.      **COURT LEGAL AND RELATED COSTS:** To fund Court legal and related expenses associated with defending the Court, its Judges, and other Court officials acting in their official capacity in attorney discipline procedures, Employee Dispute Resolution Plan matters, and other matters specifically approved by the Committee.
3.      **EDUCATIONAL PURPOSES:** To fund Court-sponsored programs designed to provide education and training in subject areas that will (1) increase public awareness for the functions, purposes, and operations of the Court, (2) facilitate the work and productivity of the Court, or (3) improve the legal skills and abilities of members of the Court's Bar.
4.      **HISTORICAL PURPOSES:** To fund Court-sponsored activities, projects, and acquisitions for the purpose of enriching the historical record of the Court.
5.      **COURT BEAUTIFICATION/IMPROVEMENT PURPOSES:** To fund building beautification and/or improvements that typically do not fall under the funding authority of either the General Services Administration or the appropriated funding authority of the Court. Such expenditures typically will concern the interior of the building and might include such projects as a permanent commemorative plaque, the purchase of artwork, or for portraits of the Court's judges.

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6. **PUBLICATIONS:** To fund the printing or purchase and distribution of court-related publications that provide information and/or direction and guidance to members of the Court's Bar and the public. Such expenditures normally would include purchase of the pocket-sized copies of the United States Constitution and other related materials for distribution to new attorneys, schools, and student visitors to the courthouse.
7. **FUND AUDIT:** To fund audits of the Court Fund to be performed by an independent and certified auditor.
8. **OTHER PURPOSES:** To fund such other purposes or projects for the benefit of the bench and the bar, provided that they are approved by a majority of the members of the Committee. Such purposes may include providing food and drink for judges, court staff, and other appropriate officials during jury trials, court business meetings, new judge swearing-in ceremonies, domestic and foreign visitor receptions, and related functions; the dues for Inns of Court and annual inactive Utah State Bar license fees; and the purchase of items to promote the Court's education, community outreach, and good will efforts, such as educational booklets and materials, novelties with the Court's name and/or seal, and related items.

**I. AUDIT OF THE FUND:**

The Clerk of Court shall ensure that the Court Fund is audited on an annual basis by an independent and certified auditor and that a copy of the audit report is provided to the Chief Judge. A majority of the members of the Committee may request at any time a special audit of the Court Fund by an independent and certified auditor.

**J. AMENDMENTS TO THE POLICY STATEMENT:**

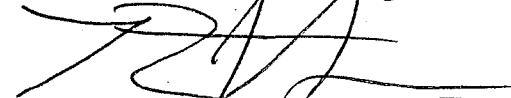
This policy statement may be amended as necessary with the approval of the majority of the Committee.

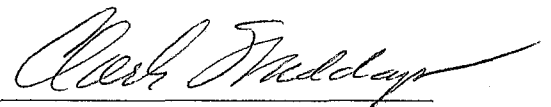
**IT IS SO ORDERED.**

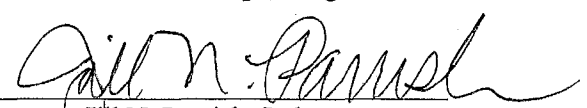
Dated this 30<sup>th</sup> day of November, 2016

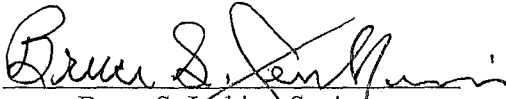
**BY THE COURT:**

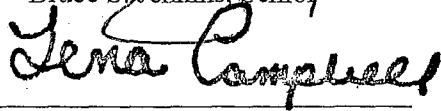
  
\_\_\_\_\_  
David Nuffer, Chief Judge

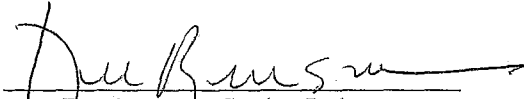
  
\_\_\_\_\_  
Robert J. Shelby, Judge

  
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Clark Waddoups, Judge

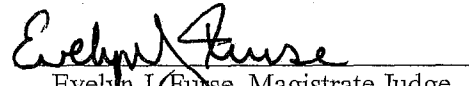
  
\_\_\_\_\_  
Jill N. Parrish, Judge

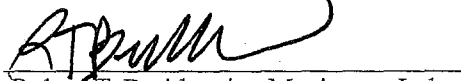
  
Bruce S. Jenkins, Senior

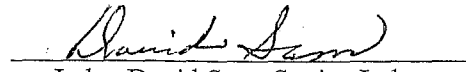
  
Tena Campbell, Senior Judge


  
Dee Benson, Senior Judge

  
Brooke C. Wells, Chief Magistrate Judge

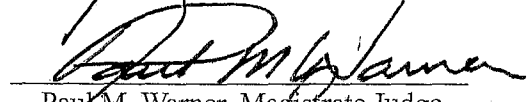
  
Evelyn I. Enuse, Magistrate Judge

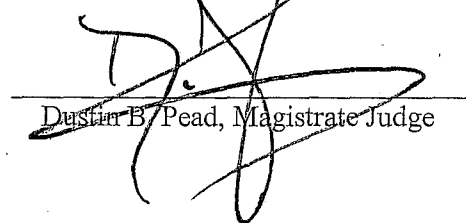
  
Robert T. Braithwaite, Magistrate Judge

  
Judge David Sam, Senior Judge

  
Dale A. Kimball, Senior Judge

  
Ted Stewart, Senior Judge

  
Paul M. Warner, Magistrate Judge

  
Dustin B. Pead, Magistrate Judge