

II. POLICIES, RESPONSIBILITIES AND PROCEDURES

1 a. Funds derived from attorney admission fees, that are in excess of those required to
2 be deposited in the Treasury of the United States, are non-appropriated funds and are not the
3 property of the United States.

4 b. The Clerk of the United States District Court for the District of Arizona is designated
5 as Custodian of the Non-Appropriated Fund.

6 c. The Custodian shall cause the fund to be audited on at least an annual basis, and at
7 such other times as deemed necessary or as directed by the Advisory Committee or the Court, and
8 will provide an annual report to the Court on the status, balance, and utilization of the fund.

9 d. The Custodian will be responsible for the following:

10 (1) Receiving, safeguarding, depositing, distributing, and accounting for all
11 funds in accordance with this Plan or as directed by the Advisory Committee.

12 Recurring expenses that have been authorized by the Advisory Committee for
13 payment, non-recurring expenses that have been specifically so authorized, and
14 expenses authorized by paragraph IV.d(9) of this Order shall be paid by the
15 Custodian. All disbursements shall require the signature of the Custodian or the
16 Custodian's designee in his absence and will be countersigned by a member of the
17 Advisory Committee or designated second signature for the fund.

18 (2) Establishing an account or accounts as required under Section IV.(a).

19 (3) Establishing and maintaining an accounting system that provides the
20 records necessary for audit trail and recordation of all funds and
21 disbursements.

22 (4) Preparing periodic financial statements and operating reports as required,
23 and certifying that the statements and reports accurately reflect the financial
24 condition of the fund.

25 (5) Upon recommendation and advice of the Advisory Committee, investing
26 funds in excess of immediate needs in appropriate interest bearing accounts.
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1 Committee. No one bank or institution may hold an amount that exceeds the Federal Deposit
2 Insurance Corporation's insured amount limit unless the funds are fully collateralized in accordance
3 with 31 C.F.R. 202

4 b. Attorney admission fees collected by the Clerk which are in excess of the amount
5 prescribed by the Judicial Conference and deposited to the Treasury of the United States, constitute
6 non-appropriated funds and shall be used only for purposes which inure to the benefit of the
7 members of the Bench and Bar in the administration of justice.

8 c. Non-appropriated funds will not be used to pay for material or supplies available
9 from statutory appropriations. Under no circumstances should the fund be used to supplement the
10 salary of any court officer or employee.

11 d. The following are examples of proper use of the fund but are not intended to be all
12 inclusive.

13 (1) Attorney admission proceedings (including expenses of admissions
14 committee and admissions ceremonies.)

15 (2) Attorney discipline proceedings (including expenses of investigating
16 counsel for disciplinary enforcement, travel expenses, and witness fees in
17 disciplinary proceedings.)

18 (3) Periodicals and publications for court library for which appropriated funds
19 are not available.

20 (4) Anatomical charts and stands for courtroom use.

21 (5) Computerization of library catalog.

22 (6) Lawyer lounge facilities.

23 (7) Surety bond for the Custodian of the fund. (Bond may only cover monies in the
24 fund.)

25 (8) Fees for services rendered by outside auditors in auditing the trust.

26 (9) In the discretion of the trial judge, reimbursement of actual and reasonable out-
27 of-pocket expenses necessarily incurred by court appointed attorneys representing
28 indigents in civil cases not covered by the Criminal Justice Act. Reimbursements are

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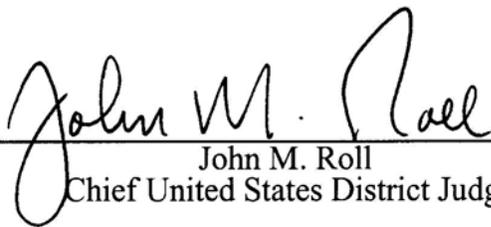
limited to \$3,000. Generally, the court will not reimburse expert witness fees in such cases.

(10) Expenses for the training of court personnel for which appropriated funds are not available, including attendance at conferences and seminars.

e. The following recurring expenses may be paid by the Custodian without reference of the matter to the full committee:

- (1) Subscriptions, Publications, Internet Access and Data Link \$ 1,500.00
- (2) AZALL Professional Dues 150.00
- (3) U.S. District Court Awards 250.00
- (4) Attorney Admission Certificate Production 100.00
- (5) Floral arrangements for funeral services or donations in memory of members of the bench, bar and court staff, or members of their immediate families. 150.00
- (6) Ad Hoc expenses with notification to the full committee within 30 days of the expenditure. 500.00

DATED this 19th day of October, 2010.



John M. Roll
Chief United States District Judge