UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF IOWA

ATTORNEY ADMISSION FUND PLAN

(Amending Plan of February 3, 1993)

EFFECTIVE DECEMBER 1, 2008

The Southern District of Iowa maintains an Attorney Admission Fund ("Fund") for the use and benefit of the bar and bench in the administration of justice. This Plan for administering and operating the Fund is adopted by the Court in conformance with the *Guide to Judiciary Policies and Procedures*, Volume I, Chapter VII, Part M (Dec. 1999) and Local Rule 83.1.b.2 and c.4.

I. Advisory Committee

An Advisory Committee shall provide advice and guidance to the Chief Judge on appropriate expenditures from the Fund. The Advisory Committee consists of the Active District Judges, the Chief Magistrate Judge, a member of the Federal Practice Committee of the Iowa State Bar Association, a member of the Federal Bar Association, and the Clerk of Court. The Federal Practice Committee member and Federal Bar Association member shall be appointed by the Chief Judge, serving three year terms, with the option to be reappointed for an additional three year term in the discretion of the Chief Judge. The Advisory Committee is the trustee of the Fund tasked with administration and operation of the Fund in compliance with the requirements of the *Guide* and Local Rule 83.1.b.2 and c.4. The Advisory Committee may conduct its meetings by telephone, email, or in person.

II. Custodian

The Clerk of Court serves as the Custodian. The Custodian supervises the receipt, deposit and disbursement for all fees maintained in the Fund. The Custodian is charged with effecting all audits and accountings and for carrying out all responsibilities tasked by the *Guide* or by the Advisory Committee in accordance with the law, this Plan, and the policies established by the Court.

III. Funds

Funds collected under the authority of this Plan must be deposited in the Court's Deposit Fund, and posted in the Treasury Control Account ledger maintained by the Court. Not less than once each fiscal quarter, the Custodian will cause fees to be transferred from the Court's Deposit Fund to the Attorney Admission Fund. Whenever practical and feasible the Fund should be invested in interest-bearing accounts, money market funds or government obligations. The Fund must be segregated from all other monies in the custody of the Court.

IV. Disbursement of Funds

The Fund may be used only for purposes to benefit the bar and bench in the administration of justice. The Fund must not be used for any purposes for which appropriated funds may be legally used, even if the appropriated funds are exhausted or otherwise not available, or to supplement the salary of any court officer or employee. All expenditures must be approved by the Chief Judge or designee. Expenditures exceeding $1,000 must also be reviewed by the full Advisory Committee. The Custodian will issue payment upon presentation of an order signed by a judicial officer and appropriate documentation demonstrating that the expenditure meets applicable guidelines. Examples of proper uses of the Fund include, but are not limited to:

1. Attorney admission proceedings;
2. Attorney discipline proceedings;
3. Lawyer lounge facilities, other than construction or build-out expenses;
4. Fees for services rendered by independent Fund auditors;
5. Judicial investitures and ceremonies for expenditures not permissible from appropriated funds, if members of the bar are in attendance;
6. Compensation and expenses for attorneys appointed by the Court to represent indigent civil litigants;
7. Compensation and expenses for second chair attorneys in CJA appointed cases;
8. Litigation expenses of civil litigants permitted to proceed *in forma pauperis*;
9. Expenses of a program that pays for representation of inmates in some prisoner civil rights cases;
10. District Historical Society Projects;
11. Federal Practice Committee Projects;
12. Continuing Legal Education Seminars for the bar;
13. Expenses related to visiting dignitaries, such as gifts or meals;
14. Educational programs given by or supported by the Court, excluding educational programs for court officers and employees, or educational programs supported by appropriations, such as CM/ECF attorney training; and
15. Refreshments for CM/ECF training to the public.

V. Audits

The Custodian must conduct, at a minimum, an annual audit and accounting of the Fund. In addition to the audits and accounting mandated by the *Guide*, an exit audit must be conducted at the time a successor Custodian is appointed. The departing Custodian must sign the final report of the exit audit. The successor Custodian must execute a receipt acknowledging transfer of the Fund. This Attorney Admission Fund Plan amends and supersedes the Attorney Admission Fee Fund Plan adopted on February 3, 1993.