



UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF RHODE ISLAND  
UNITED STATES COURTHOUSE  
ONE EXCHANGE TERRACE  
PROVIDENCE, RI 02903  
401-752-7200

JOHN J. MCCONNELL, JR.  
CHIEF U.S. DISTRICT JUDGE

HANORAH TYER-WITEK  
CLERK OF COURT

# **PLAN FOR THE ADMINISTRATION AND OPERATION OF THE ATTORNEY ADMISSION FUND**

*Revised—October 2022*

The United States District Court for the District of Rhode Island adopts the following plan for administration and operation of the Attorney Admission Fund (“the Fund”).<sup>1</sup>

## 1. AUTHORITY

a. The Fund is made up of non-appropriated fee collections from the below sources:

- (1) The non-statutory portion of attorney admission fees<sup>2</sup>
- (2) Bar renewal fees<sup>3</sup>
- (3) Bar Reinstatement Fees<sup>4</sup>
- (4) Pro Hac Vice Fees for District and Bankruptcy Court<sup>5</sup>

## 2. PURPOSE

a. The Fund is used to pay for various expenses for which appropriated funds cannot be used<sup>6</sup> and must be used only for purposes that benefit the members of the bench and the bar in the administration of justice<sup>7</sup>.

b. Historically, in the District of Rhode Island, the Fund has been used for<sup>8</sup>:

- (1) Attorney admission ceremonies
- (2) Attorney discipline proceedings
- (3) Furnishing and service upkeep of the attorney lounge
- (4) Reimbursement of pro bono counsel
- (5) Hospitality items
- (6) Litigation Academy
- (7) District Conference
- (8) Support to HOPE Court
- (9) Support to Civics Education Programs.

c. The use of the Fund is not limited to past practice and new and creative ways to use these Funds for the benefit of the bench and bar in the administration of justice is encouraged.

---

<sup>1</sup> Guide to Judiciary Policy, Vol. 4, Ch. 6, §670.60 states that:

Each court that maintains an attorney admission fund must do the following:

(a) Adopt a written plan for the administration and operation of the fund and determine the means by which policy is to be set and expenditures are to be authorized.

(b) Appoint a custodian of the fund.

(c) Provide for an accounting by the custodian to be rendered to the court at least annually, and for audits of the fund as deemed necessary.

(d) At the option of the court, appoint an advisory committee, which may include judges and members of the bar, to advise the court and the custodian on the administration of the fund. Members of the committee must serve without compensation.

<sup>2</sup> See Guide, Vol 4, Ch 6, §670(a)

<sup>3</sup> See LR Gen 203(e)

<sup>4</sup> See LR Gen 215

<sup>5</sup> See Guide, Vol 4, Ch 6, §670.10(d)

<sup>6</sup> See Guide, Vol 4, Ch 6, §670.30.10(a)

<sup>7</sup> See Guide, Vol 4, Ch 6, §670.20(a)

<sup>8</sup> For a list of limitations of the use of the fund, see Guide Vol 4, Ch 6, §670.3

### 3. ADMINISTRATION

a. The Clerk of the District Court is appointed Custodian of the Fund. The Clerk may delegate the general maintenance of the Fund to a deputy clerk. The Custodian or designee shall:

- (1) Receive, safeguard, deposit, disburse and account for funds
- (2) Establish an accounting system which will be subject to audit by the Administrative Office of the United States Courts
- (3) Provide an annual accounting of the Fund to the Court and the Committee or Council that oversees the spending of the funds and certify that the financial statements and/or operating reports accurately represent the financial condition of the Fund; and
- (4) Perform unannounced audits of the Fund at least annually.

b. Requests to use the Fund may come, in writing, from any committee, employee, Judge or litigant.

c. The Custodian of the Fund will review the request and make a recommendation as to the appropriateness of the expenditure using this plan and the Guide provisions referenced above to the Council and Chief Judge.

d. Authorization for disbursements from the Fund shall be in writing signed by the Chairperson of the Oversight Council. Disbursements from the Fund shall then be made by the Custodian or designee.

e. All receipts must be kept separate from other monies in the custody of the Court and must be deposited in a federally insured bank or savings institutions in an interest-bearing account whenever practical.

f. When a successor Custodian is appointed, the outgoing Custodian shall prepare and sign the following statements in conjunction with an exit audit or inspection conducted by an auditor or other disinterested inspector as designated by the Court:

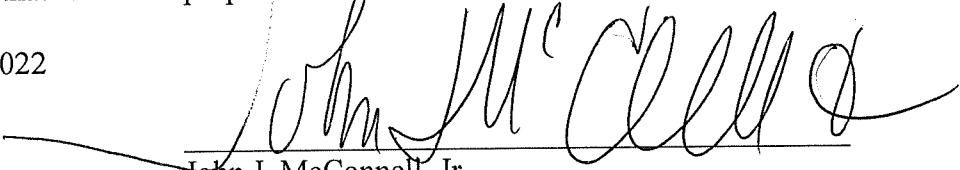
- (1) A statement of assets and liabilities;
- (2) A statement of operations or of receipts and disbursements since the end of the period covered by the last statement of operations and net worth; and
- (3) A statement of the balance in any Fund accounts as of the date of transfer to the successor custodian.

The successor Custodian shall execute a receipt for all funds after being satisfied as to the accuracy of the statements and records provided by the outgoing Custodian.

#### 4. DISSOLUTION

Before dissolution of the Fund, a final audit must be performed, and a written accounting should be rendered to the Court. The Court should ensure that all outstanding obligations are satisfied, including any expenses resulting from the required final audit. Efforts will be made to dispose of the assets of the Fund in ways that fulfill the purposes of the Fund.

Adopted: October 7, 2022



\_\_\_\_\_  
John J. McConnell, Jr.  
Chief Judge