

Registry Funds

Deposit of Funds into the Court

A court order signed by the presiding judge is required before funds will be accepted and receipted into the Registry. The instrument to be deposited into the court should be made payable to "Clerk, U.S. District Court". No third-party checks are accepted. For FedWire instructions please contact: Fiscal@paed.uscourts.gov. Funds will be held in the Registry Fund of the Treasury unless governed by Fed.R.Civ.P 67, directing funds to be deposited into an interest bearing account. For Rule 67 deposits, the Court Registry Investment System ("CRIS") investment pool (Liquidity or Disputed Ownership Funds "DOF") should be referenced in either the motion or the court order.

Held in the Treasury (Non-Interest Bearing Account)

Funds not deposited under Rule 67 will be deposited directly into the Treasury. No interest is earned or accrued when held in the Treasury. Funds are disbursed as directed by order of the court.

Held in CRIS (Interest Bearing Account)

Funds deposited under Rule 67 will be invested in Government Account Series securities within CRIS. An investment account will be opened for each case, and the funds will be held in the CRIS pool referenced in the court order.

You may also wish to refer to the [Order Regarding Deposit and Investment of Registry Funds](#) dated September 22, 2016.

Disbursement of Funds from the Court

Funds are disbursed from an investment account only upon an order of the court.

Disbursements from CRIS are subject to a fee pursuant to the [Order Regarding Deposit and Investment of Registry Funds](#). The basis points for fees vary and are assessed from interest earnings before interest is posted to an investment account.

Disbursements from Registry accounts will be made by Electronic Funds Transfer ("EFT"). To facilitate an EFT, please complete and sign Form AO-213P, Request for Payee Information and TIN Certification. Note: **Electronic signatures will not be accepted on Form AO-213P**. This form is required prior to disbursement and should be forwarded to: Fiscal@paed.uscourts.gov. Form AO-213P **should not** be included as an attachment to the motion for disbursement. A 1099-INT for interest will only be issued if the amount of interest is \$10.00 or more for the recipient. Please use this link to access [Form AO-213P](#).

If an EFT is not an option, the disbursement will be by a U.S. Treasury check, which will be sent by U.S. mail. Parties may not pick up checks.

A proposed order for disbursement of funds from the Court's Registry should be emailed to chambers and must contain the following information:

- The principal sum initially deposited;
- The amount or percentage of principal to be disbursed to each party;
- The percentage or proration of accrued interest to be disbursed to each party;
- To whom exactly each disbursement check should be made payable; and
- Full mailing instructions for each disbursement check, including full street address and zip code.

Required Prior to Disbursement:

- A completed and signed, electronic signatures **will not** be accepted, form AO-213P. The form should be forwarded to Fiscal@paed.uscourts.gov and **should not** be included as an attachment to the motion. A 1099-INT for interest will only be issued if the amount of interest is \$10.00 or more for the recipient.

If you have any questions, please contact: Fiscal@paed.uscourts.gov.