

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO



**NOTICE FROM THE CLERK
NO. 12-04**

**CLERK'S OFFICE POLICY CONCERNING
RETURNED CHECKS AND APPLICABLE FEES**
(Supersedes Notices Nos. 04-35, 01-01, and 97-20)

Personal checks are accepted by the Clerk of Court subject to collection. Pursuant to the current District Court Miscellaneous Fee Schedule promulgated by the Judicial Conference, 28 U.S.C. § 1914(b), a fee of \$53.00 is due to the Clerk of Court for any check paid to the Court which is returned for lack of funds.

It is the policy of the Clerk of Court, that:

1. no personal checks will be accepted from a law firm, lawyer, or any other party or individual, if a check has been returned unpaid, unless a letter is received from the bank or financial institution stating that the check was returned unpaid by mistake;
2. the name of the law firm, lawyer, or any other party or individual identified as having issued a check to the Clerk of Court which has been returned unpaid will be included by the Cashier in the list of payors that have issued a check with insufficient funds;
3. checks returned unpaid must be replaced by an official Manager's Check, Money Order, or Certified Check, payable to "Clerk U.S. District Court," or by Cash; and,
4. substitute payments will be accepted only upon payment of the applicable fee of \$53.00.

Local Civil Rule 67(d), gives notice of the Clerk's Office policy concerning acceptance of personal checks. Accordingly, the Clerk's Office accepts personal checks up to the amount of \$1,000.00, from those payors not included on the Court's list of payors having issued a check with insufficient funds. Payments in excess of \$1,000.00 shall only be accepted by the Cashier if made in cash, or by an official Manager's Check, Money Order, or Certified Check payable to "Clerk U.S. District Court."

In San Juan, Puerto Rico, this 19th day of April, 2012.

A handwritten signature in blue ink, appearing to read "Frances Rios-de Moran".

FRANCES RIOS-DE MORAN, ESQ.
CLERK OF COURT