



ADMINISTRATIVE OFFICE OF THE  
UNITED STATES COURTS

HONORABLE JOHN D. BATES  
Director

WASHINGTON, D.C. 20544

October 30, 2014

MEMORANDUM

To: Chief Judges, United States Courts  
Circuit Executives  
Federal Public/Community Defenders  
District Court Executives  
Clerks, United States Courts

From: Judge John D. Bates 

RE: MISCELLANEOUS FEES (**INFORMATION**)

At its September 2014 session, the Judicial Conference approved several changes to the appellate, district, and bankruptcy court miscellaneous fee schedules,<sup>1</sup> effective December 1, 2014, as discussed below.

**Court of Appeals Miscellaneous Fee Schedule**

First, the Judicial Conference approved an amendment to Item 1 of the Court of Appeals Miscellaneous Fee Schedule, which assesses a \$500 fee upon filing an appeal to a court of appeals (referred to as the “docketing fee” in the schedule). When an appeal is filed, the district clerk is required to collect the docketing fee, in addition to a \$5 fee separately prescribed under 28 U.S.C. § 1917. In response to numerous inquiries seeking clarification of the total amount required for collection upon filing an appeal, the Conference agreed to include a note clarifying that the \$500 docketing fee is to be collected in addition to the \$5 fee prescribed under 28 U.S.C. § 1917.

**District Court Miscellaneous Fee Schedule**

Next, the Judicial Conference approved an amendment to the District Court Miscellaneous

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<sup>1</sup> The Court of Appeals Miscellaneous Fee Schedule is issued pursuant to 28 U.S.C. § 1913; the District Court Miscellaneous Fee Schedule is issued pursuant to 28 U.S.C. § 1914; and the Bankruptcy Court Miscellaneous Fee Schedule is issued pursuant to 28 U.S.C. § 1930.

Fee Schedule that incorporates the long-standing \$25 processing fee assessed for each violation notice processed through the Central Violations Bureau (CVB). Congress authorized the Judicial Conference to prescribe the CVB processing fee in 2005,<sup>2</sup> but it was never incorporated into the fee schedule. The fee, which remains unchanged at \$25, will be added as a new item (Item 15) to the District Court Miscellaneous Fee Schedule.

### **Bankruptcy Court Miscellaneous Fee Schedule**

Finally, the Judicial Conference approved several amendments to the Bankruptcy Court Miscellaneous Fee Schedule. First, the Conference approved an increase of \$50 to the fee assessed under Item 14 of the schedule (from \$157 to \$207) when a direct bankruptcy appeal is accepted by a court of appeals. This adjustment brings parity to the fees for appealing a bankruptcy court order in a court of appeals.<sup>3</sup>

Second, the Conference approved two amendments to the Bankruptcy Court Miscellaneous Fee Schedule that were developed in connection with a new national policy establishing filing and notice procedures for requests to redact personal identifiers from large volumes of court filings in multiple cases, including closed cases.<sup>4</sup> The Conference established a \$25 fee (Item 21) to file a motion to make redactions to previously filed records in a bankruptcy case. The fee is intended to be charged for each affected case, but courts may waive the fee under appropriate circumstances. The Conference also endorsed a new exception to the reopening fee for a closed bankruptcy case (Item 11) to clarify that the reopening fee does not apply if redaction is the only purpose for reopening the case.<sup>5</sup>

Separately, a number of bankruptcy courts have raised questions about a recently adopted fee, which became effective December 1, 2013, for filing a motion to sell property free and clear

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<sup>2</sup> See Public Law No. 108-447 (118 Stat. 2809) (2005); JCUS-SEP 04, p. 12.

<sup>3</sup> Currently, the fees assessed for filing a direct appeal from a bankruptcy court to a court of appeals (as authorized under 28 U.S.C. § 158(d)(2)) under Item 14 of the Bankruptcy Court Miscellaneous Fee Schedule total \$450, which is \$50 less than the docketing fee assessed under Item 1 of the Court of Appeals Miscellaneous Fee Schedule for filing an appeal with a court of appeals from a district court or bankruptcy appellate panel.

<sup>4</sup> The new policy is included in [Volume 10, Chapter 3 of the Guide to Judiciary Policy](#).

<sup>5</sup> The new redaction policy provides that courts should not typically reopen a case solely to address a request to redact a case record, and the Conference agreed that if a court nevertheless decides to reopen a case solely to redact a record, then the reopening fee should not be assessed. See [Guide to Judiciary Policy, Vol. 10, Ch. 3, § 325.60](#).

of liens in a bankruptcy case under 11 U.S.C. § 363(f).<sup>6</sup> Specifically, courts have asked whether payment of the fee may be deferred pending the sale of the property identified in the motion. The Bankruptcy Court Miscellaneous Fee Schedule does not currently address deferral of this fee. The Court Administration and Case Management (CACM) Committee considered this question at its June 2014 meeting, and agreed that the fee is due when the motion is filed and should not be deferred. The CACM Committee therefore declined to recommend that the Judicial Conference consider any amendments to the fee at this time.

Clean and redlined versions of the revised fee schedule incorporating the changes discussed above are attached. In addition, the Administrative Office will be providing updated fee charts explaining how courts should administer these fee changes for accounting purposes. If you have any questions concerning changes to the Court of Appeals Miscellaneous Fee Schedule, please contact [Gloria Malkin](#) by email or at 202-502-1525. For questions concerning changes to the District Court Miscellaneous Fee Schedule, please contact [Daryll Butler](#) by email or at 202-502-1503. For questions concerning changes to the Bankruptcy Court Miscellaneous Fee Schedule, please contact [Mary Fritsche](#) by email or at 202-502-3055.

Attachments

cc: Circuit Librarians

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<sup>6</sup> That fee is incorporated in Item 19 of the Bankruptcy Court Miscellaneous Fee Schedule, which provides, in relevant part: “For filing the following motions, \$176: . . . To sell property of the estate free and clear of liens under 11 U.S.C. § 363(f). . . .”

Effective December 1, 2014

### **Court of Appeals Miscellaneous Fee Schedule<sup>1</sup>**

The fees included in the Court of Appeals Miscellaneous Fee Schedule are to be charged for services provided by the courts of appeals.

- The United States should not be charged fees under this schedule, except as prescribed in Items 2, 4, and 5 when the information requested is available through remote electronic access.
  - Federal agencies or programs that are funded from judiciary appropriations (agencies, organizations, and individuals providing services authorized by the Criminal Justice Act, 18 U.S.C. § 3006A, and bankruptcy administrators) should not be charged any fees under this schedule.
- (1) For docketing a case on appeal or review, or docketing any other proceeding, \$500.
- Each party filing a notice of appeal pays a separate fee to the district court, but parties filing a joint notice of appeal pay only one fee.
  - There is no docketing fee for an application for an interlocutory appeal under 28 U.S.C. § 1292(b) or other petition for permission to appeal under Fed. R. App. P. 5, unless the appeal is allowed.
  - There is no docketing fee for a direct bankruptcy appeal or a direct bankruptcy cross appeal, when the fee has been collected by the bankruptcy court in accordance with item 14 of the Bankruptcy Court Miscellaneous Fee Schedule.
  - This fee is collected in addition to the statutory fee of \$5 that is collected under 28 U.S.C. § 1917.
- (2) For conducting a search of the court of appeals records, \$30 per name or item searched. This fee applies to services rendered on behalf of the United States if the information requested is available through remote electronic access.
- (3) For certification of any document, \$11.
- (4) For reproducing any document, \$.50 per page. This fee applies to services rendered on behalf of the United States if the document requested is available through remote electronic access.

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<sup>1</sup> Issued in accordance with 28 U.S.C. § 1913.

- (5) For reproducing recordings of proceedings, regardless of the medium, \$30, including the cost of materials. This fee applies to services rendered on behalf of the United States if the recording is available through remote electronic access.
- (6) For reproducing the record in any appeal in which the court of appeals does not require an appendix pursuant to Fed. R. App. P.30(f), \$83.
- (7) For retrieval of one box of records from a Federal Records Center, National Archives, or other storage location removed from the place of business of the court, \$64. For retrievals involving multiple boxes, \$39 for each additional box.
- (8) For any payment returned or denied for insufficient funds, \$53.
- (9) For copies of opinions, a fee commensurate with the cost of printing, as fixed by each court.
- (10) For copies of the local rules of court, a fee commensurate with the cost of distributing the copies. The court may also distribute copies of the local rules without charge.
- (11) For filing:
  - Any separate or joint notice of appeal or application for appeal from the Bankruptcy Appellate Panel, \$5;
  - A notice of the allowance of an appeal from the Bankruptcy Appellate Panel, \$5.
- (12) For counsel's requested use of the court's videoconferencing equipment in connection with each oral argument, the court may charge and collect a fee of \$200 per remote location.
- (13) For original admission of attorney to practice, including a certificate of admission, \$176. For a duplicate certificate of admission or certificate of good standing, \$18.

Effective December 1, 2014

### **District Court Miscellaneous Fee Schedule<sup>1</sup>**

The fees included in the District Court Miscellaneous Fee Schedule are to be charged for services provided by the district courts.

- The United States should not be charged fees under this schedule, with the exception of those specifically prescribed in Items 2, 4 and 5, when the information requested is available through remote electronic access.
  - Federal agencies or programs that are funded from judiciary appropriations (agencies, organizations, and individuals providing services authorized by the Criminal Justice Act, 18 U.S.C. § 3006 and bankruptcy administrators) should not be charged any fees under this schedule.
1. For filing any document that is not related to a pending case or proceeding, \$46.
  2. For conducting a search of the district court records, \$30 per name or item searched. This fee applies to services rendered on behalf of the United States if the information requested is available through electronic access.
  3. For certification of any document, \$11. For exemplification of any document, \$21.
  4. For reproducing any record or paper, \$.50 per page. This fee shall apply to paper copies made from either: (1) original documents; or (2) microfiche or microfilm reproductions of the original records. This fee shall apply to services rendered on behalf of the United States if the record or paper requested is available through electronic access.
  5. For reproduction of an audio recording of a court proceeding, \$30. This fee applies to services rendered on behalf of the United States, if the recording is available electronically.
  6. For each microfiche sheet of film or microfilm jacket copy of any court record, where available, \$6.
  7. For retrieval of one box of records from a Federal Records Center, National Archives, or other storage location removed from the place of business of the court, \$64. For retrievals involving multiple boxes, \$39 for each additional box.

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<sup>1</sup> Issued in accordance with 28 U.S.C. § 1914.

8. For any payment returned or denied for insufficient funds, \$53.
9. For an appeal to a district judge from a judgment of conviction by a magistrate judge in a misdemeanor case, \$37.
10. For original admission of attorneys to practice, \$176 each, including a certificate of admission. For a duplicate certificate of admission or certificate of good standing, \$18.
11. The court may charge and collect fees commensurate with the cost of providing copies of the local rules of court. The court may also distribute copies of the local rules without charge.
12. The clerk shall assess a charge for the handling of registry funds deposited with the court, to be assessed from interest earnings and in accordance with the detailed fee schedule issued by the Director of the Administrative Office of the United States Courts.

For management of registry funds invested through the Court Registry Investment System, a fee at a rate of 2.5 basis points shall be assessed from interest earnings.

13. For filing an action brought under Title III of the Cuban Liberty and Democratic Solidarity (LIBERTAD) Act of 1996, P.L. 104-114, 110 Stat. § 785 (1996), \$6,355. (This fee is in addition to the filing fee prescribed in 28 U.S.C. § 1914(a) for instituting any civil action other than a writ of habeas corpus.)
14. Administrative fee for filing a civil action, suit, or proceeding in a district court, \$50. This fee does not apply to applications for a writ of *habeas corpus* or to persons granted *in forma pauperis* status under 28 U.S.C. § 1915.
15. Processing fee for a petty offense charged on a federal violation notice, \$25.

Effective December 1, 2014

### **Bankruptcy Court Miscellaneous Fee Schedule<sup>1</sup>**

The fees included in the Bankruptcy Court Miscellaneous Fee Schedule are to be charged for services provided by the bankruptcy courts.

- The United States should not be charged fees under this schedule, with the exception of those specifically prescribed in Items 1, 3 and 5 when the information requested is available through remote electronic access.
  - Federal agencies or programs that are funded from judiciary appropriations (agencies, organizations, and individuals providing services authorized by the Criminal Justice Act, 18 U.S.C. § 3006A, and bankruptcy administrators) should not be charged any fees under this schedule.
- (1) For reproducing any document, \$.50 per page. This fee applies to services rendered on behalf of the United States if the document requested is available through electronic access.
  - (2) For certification of any document, \$11.  
For exemplification of any document, \$21.
  - (3) For reproduction of an audio recording of a court proceeding, \$30. This fee applies to services rendered on behalf of the United States if the recording is available electronically.
  - (4) For filing an amendment to the debtor's schedules of creditors, lists of creditors, or mailing list, \$30, except:
    - The bankruptcy judge may, for good cause, waive the charge in any case.
    - This fee must not be charged if -
      - the amendment is to change the address of a creditor or an attorney for a creditor listed on the schedules; or
      - the amendment is to add the name and address of an attorney for a creditor listed on the schedules.
  - (5) For conducting a search of the bankruptcy court records, \$30 per name or item searched. This fee applies to services rendered on behalf of the United States if the information requested is available through electronic access.

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<sup>1</sup> Issued in accordance with 28 U.S.C. § 1930.



- (6) For filing a complaint, \$350, except:
- If the trustee or debtor-in-possession files the complaint, the fee must be paid only by the estate, to the extent there is an estate.
  - This fee must not be charged if -
    - the debtor is the plaintiff; or
    - a child support creditor or representative files the complaint and submits the form required by § 304(g) of the Bankruptcy Reform Act of 1994.
- (7) For filing any document that is not related to a pending case or proceeding, \$46.
- (8) Administrative fee:
- For filing a petition under Chapter 7, 12, or 13, \$75.
  - For filing a petition under Chapter 9, 11, or 15, \$550.
  - When a motion to divide a joint case under Chapter 7, 12, or 13 is filed, \$75.
  - When a motion to divide a joint case under Chapter 11 is filed, \$550.
- (9) For payment to trustees pursuant to 11 U.S.C. § 330(b)(2), a \$15 fee applies in the following circumstances:
- For filing a petition under Chapter 7.
  - For filing a motion to reopen a Chapter 7 case.
  - For filing a motion to divide a joint Chapter 7 case.
  - For filing a motion to convert a case to a Chapter 7 case.
  - For filing a notice of conversion to a Chapter 7 case.
- (10) In addition to any fees imposed under Item 9, above, the following fees must be collected:
- For filing a motion to convert a Chapter 12 case to a Chapter 7 case or a notice of conversion pursuant to 11 U.S.C. § 1208(a), \$45.
  - For filing a motion to convert a Chapter 13 case to a Chapter 7 case or a notice of conversion pursuant to 11 U.S.C. § 1307(a), \$10.

The fee amounts in this item are derived from the fees prescribed in 28 U.S.C. §1930(a).

If the trustee files the motion to convert, the fee is payable only from the estate that exists prior to conversion.

If the filing fee for the chapter to which the case is requested to be converted is less than the fee paid at the commencement of the case, no refund may be provided.

- (11) For filing a motion to reopen, the following fees apply:
- For filing a motion to reopen a Chapter 7 case, \$245.
  - For filing a motion to reopen a Chapter 9 case, \$1167.
  - For filing a motion to reopen a Chapter 11 case, \$1167.

- For filing a motion to reopen a Chapter 12 case, \$200.
- For filing a motion to reopen a Chapter 13 case, \$235.
- For filing a motion to reopen a Chapter 15 case, \$1167.

The fee amounts in this item are derived from the fees prescribed in 28 U.S.C. § 1930(a).

The reopening fee must be charged when a case has been closed without a discharge being entered.

The court may waive this fee under appropriate circumstances or may defer payment of the fee from trustees pending discovery of additional assets. If payment is deferred, the fee should be waived if no additional assets are discovered.

The reopening fee must not be charged in the following situations:

- to permit a party to file a complaint to obtain a determination under Rule 4007(b); or
- when a debtor files a motion to reopen a case based upon an alleged violation of the terms of the discharge under 11 U.S.C. § 524; or
- when the reopening is to correct an administrative error; or
- to redact a record already filed in a case, pursuant to Fed. R. Bankr. P. 9037, if redaction is the only reason for reopening.

- (12) For retrieval of one box of records from a Federal Records Center, National Archives, or other storage location removed from the place of business of the court, \$64. For retrievals involving multiple boxes, \$39 for each additional box.
- (13) For any payment returned or denied for insufficient funds, \$53.
- (14) For filing an appeal or cross appeal from a judgment, order, or decree, \$293.

This fee is collected in addition to the statutory fee of \$5 that is collected under 28 U.S.C. § 1930(c) when a notice of appeal is filed.

Parties filing a joint notice of appeal should pay only one fee.

If a trustee or debtor-in-possession is the appellant, the fee must be paid only by the estate, to the extent there is an estate.

Upon notice from the court of appeals that a direct appeal or direct cross-appeal has been authorized, an additional fee of \$207 must be collected.

- (15) For filing a case under Chapter 15 of the Bankruptcy Code, \$1167.

This fee is derived from and equal to the fee prescribed in 28 U.S.C. § 1930(a)(3) for filing a case commenced under Chapter 11 of Title 11.

- (16) The court may charge and collect fees commensurate with the cost of providing copies of the local rules of court. The court may also distribute copies of the local rules without charge.

- (17) The clerk shall assess a charge for the handling of registry funds deposited with the court, to be assessed from interest earnings and in accordance with the detailed fee schedule issued by the Director of the Administrative Office of the United States Courts.

For management of registry funds invested through the Court Registry Investment System, a fee at a rate of 2.5 basis points shall be assessed from interest earnings.

- (18) For a motion filed by the debtor to divide a joint case filed under 11 U.S.C. § 302, the following fees apply:

- For filing a motion to divide a joint Chapter 7 case, \$245.
- For filing a motion to divide a joint Chapter 11 case, \$1167.
- For filing a motion to divide a joint Chapter 12 case, \$200.
- For filing a motion to divide a joint Chapter 13 case, \$235.

These fees are derived from and equal to the filing fees prescribed in 28 U.S.C. § 1930(a).

- (19) For filing the following motions, \$176:

- To terminate, annul, modify or condition the automatic stay;
- To compel abandonment of property of the estate pursuant to Rule 6007(b) of the Federal Rules of Bankruptcy Procedure;
- To withdraw the reference of a case or proceeding under 28 U.S.C. § 157(d); or
- To sell property of the estate free and clear of liens under 11 U.S.C. § 363(f).

This fee must not be collected in the following situations:

- For a motion for relief from the co-debtor stay;
- For a stipulation for court approval of an agreement for relief from a stay; or
- For a motion filed by a child support creditor or its representative, if the form required by § 304(g) of the Bankruptcy Reform Act of 1994 is filed.

- (20) For filing a transfer of claim, \$25 per claim transferred.

- (21) For filing a motion to redact a record, \$25 per affected case. The court may waive this fee under appropriate circumstances.