

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF NEW YORK

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In the Matter of  
Financial Collections and  
Deposits of the Clerk's Office,  
Rochester Division

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FILED  
OCT 18 PM 3:18  
U.S. DISTRICT COURT  
W.D.N.Y. - BUFFALO

**ORDER**

Since the creation of a full-time, permanently staffed, Clerk's Office in the Rochester Division of this Court in 1981, daily collections have been mailed to the Buffalo divisional office for deposit in the Federal Reserve Bank. This procedure has proven to be effective, safe, and efficient.

A recently completed audit of the financial operations of the District Court Clerk's Office produced a finding that this practice is contrary to the Guide to Judiciary Policies and Procedures, Chapter VII, Part I, Paragraph 4.E(1)(b) which states, in part, that deposits are to be made directly to the nearest Federal Reserve Bank. It was the recommendation of the auditors that deposits from the Rochester divisional office be mailed to the nearest Federal Reserve Bank. To accomplish this recommendation, the Clerk would have to make arrangements with the Federal Reserve Bank in Utica, New York, the nearest such depository which will accept deposits by mail.

To implement the procedures as recommended would certainly result in errors in the deposit remaining undetected until the deposit is received at the Federal Reserve Bank. Under the existing procedures, errors are detected and corrected at the Buffalo divisional office before a deposit is made to the Federal Reserve Bank in Buffalo. Deposits made to the Federal Reserve Bank in Buffalo produces an immediate confirmation of deposit while deposits made by mail to the Federal Reserve Bank in Utica would not be confirmed for a period of several days or longer. There is no distinction between mailing deposits to the Federal Reserve Bank in Utica and mailing deposits to the Buffalo divisional office.

Therefore, the Clerk of Court is directed to follow the existing procedures which require the Rochester divisional office to mail deposits directly to the Buffalo divisional office for deposit to the Federal Reserve Bank in Buffalo.

SO ORDERED.



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MICHAEL A. TELESKA  
CHIEF UNITED STATES DISTRICT JUDGE

Rochester, New York  
October 4, 1994