PROCEDURE FOR PROCESSING A SUIT INVOLVING MINOR PLAINTIFFS

1. Courtroom Deputy will secure entry of the attached Order directing that plaintiff's counsel furnish written notification of the social security numbers and birthday of each minors involved in the suit within sixty (60) days of its filing. This is to be done immediately on the filing of the suit.

2. At such time as the Courtroom Deputy is notified that the settlement in a case involving minor plaintiffs is reached and request for hearing on settlement is made, the Deputy will make available at the settlement hearing the attached form **"REQUEST FOR SPECIAL DEPOSIT".** The forms are available at the Intake counter. It is hoped that the individual Judge will facilitate the execution of this document following his approval of the final judgement. It is requested that particular attention be focused on the SOCIAL SECURITY NUMBER and BIRTHDAY of the minor involved. This information is essential to the investment of monies by the Clerk.

   A copy of General Order 83-6 and 88-15 regarding investment of funds should be handed to counsel at that time.

3. **SPECIAL NOTE:** A separate **"REQUEST FOR SPECIAL DEPOSIT"** must be prepared for each individual minor.

4. Courtroom Deputy will complete each **"REQUEST FOR SPECIAL DEPOSIT"** form to the extent of the information available at the time of the preparation, including the social security number and birthday of the respective minors, previously made available by the attached Order. If counsel indicates that no request for investment of funds will be made, the attached **"DECLARATION OF INTENT NOT TO INVEST FUNDS"** should be signed by counsel representing the minor.

5. Copies of all financial instruments will be provided to the Financial Section as soon as they are signed by the Judge. The Courtroom Deputy is responsible for providing these financial instruments to the Financial Deputy. The Financial Deputy will make appropriate entries to the financial system and proceed to invest the funds as requested. There should be very close dialogue and coordination in these matters between the Courtroom Deputy and the Financial Section.

6. Yearly reporting of interest earned for tax purposes are reported on **IRS Form 1099-Int** if requested.