

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEW JERSEY

**PROCEDURES FOR REIMBURSING PRO BONO ATTORNEYS**

Below are procedures to reimburse appointed *pro bono* attorneys for out-of-pocket expenses during or after litigation.

1. No disbursement shall be made unless it is intended to pay for reasonable and necessary litigation expenses such as subpoena fees, witness fees, attendance fees for stenographers, deposition transcripts, expert fees, requests for production of records, or a showing of good cause for any other necessary expense. Appointed *pro bono* attorneys or firms may apply to the presiding Judge or Magistrate Judge during the litigation or within a reasonable period thereafter for reimbursement of expenses reasonably incurred in connection with the litigation, not including attorney's fees, to be paid from the Attorney Admission Fund ("Fund").

2. **REQUESTING PRE-APPROVAL FOR EXPENSES TO BE INCURRED**

Appointed *pro bono* attorneys shall request pre-approval for services needed during the litigation when the aggregate of expenses for which reimbursement is sought in an individual case exceeds \$5,000. The *pro bono* attorney need not seek pre-approval for expenses to be incurred of less than \$5,000. Therefore, the attorney should submit, NOT FILE, a form supplied by the Clerk, *Application for Pre-Approval of Pro Bono Services*,<sup>1</sup> to the presiding Judge or Magistrate Judge outlining the services needed and estimated cost. If approved, the Judge will then sign the bottom of the form. The original will be returned to the attorney and a copy given to the Deputy-in-Charge or Manager of the Courtroom Deputies assigned to the vicinage where the case is pending. The attorney is required to include the executed form when submitting the reimbursement voucher to the Court for payment.

3. **REQUESTING REIMBURSEMENT OF EXPENSES**

Appointed *pro bono* attorneys who have received pre-approval for expenses to be incurred, should submit, NOT FILE, a *Reimbursement Voucher*,<sup>2</sup> along with a copy of the prior approval as well as supporting documentation. The *Voucher* should be forwarded to the vicinage where the case is pending Attn: Deputy-in-Charge or Manager of Courtroom Deputies.

Appointed *pro bono* attorneys who have NOT received pre-approval should submit the Reimbursement Voucher with supporting documentation for the incurred expense, to the Deputy-in-Charge or Manager of Courtroom Deputies in the vicinage where the case is pending .

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<sup>1</sup> *Application for Pre-Approval for Pro Bono Services* can be found on the Court's Web site at [www.njd.uscourts.gov/atty/proBono.html](http://www.njd.uscourts.gov/atty/proBono.html)

<sup>2</sup> *Reimbursement Voucher* can be found on the Court's Web Site at [www.njd.uscourts.gov/atty/proBono.html](http://www.njd.uscourts.gov/atty/proBono.html)

4. **RECOUPMENT OF DISBURSEMENTS**

a). The Court recognizes that a prevailing party may apply for costs. See L. Civ. R. 54.1. The Court also recognizes that in certain instances, a prevailing party may apply for attorneys' fees under 42 U.S.C. § 1988 or other fee-shifting statutes.

b) So that the Fund may remain solvent and available to assist *pro bono* attorneys, any application for attorneys' fees and/or costs on behalf of a party who has received reimbursement of expenses from the Fund shall include a request for assessment of any expense for which disbursement from the Fund has been made. Any such assessment shall be promptly turned over to the Clerk.

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEW JERSEY**

**OFFICE OF THE CLERK**

*Martin Luther King Jr. Federal Bldg & U.S. Courthouse  
50 Walnut Street, P.O. BOX 419  
Newark, N.J. 07101*



Clerk

**CAMDEN OFFICE**

*Mitchell H. Cohen U.S. Courthouse  
One John F. Gerry Plaza  
Fourth & Cooper Streets Room 1050  
Camden, N.J. 08101*

**TRENTON OFFICE**

*Clarkson S. Fisher U.S. Courthouse  
402 East State Street Room 2020  
Trenton, N.J. 08608*

Dear Pro Bono Panel Member:

The enclosed information should assist you with completing your Reimbursement Voucher for Expenses. Procedures and forms for reimbursement can be found on the court's website at [www.njd.uscourts.gov](http://www.njd.uscourts.gov) under the Pro Bono tab.

The court requires the following when submitting vouchers for reimbursement:

**Travel Expenses** - Travel by privately owned automobiles should be claimed at the mileage rates listed below, plus parking fees, tolls, etc. Mileage expenses should include the number of miles as well as the origin and destination of the travel as part of the supporting documentation.

**Effective Date Rate**

January 1, 2019 - \$0.58  
January 1, 2020 - \$0.575  
January 1, 2021 - \$0.56  
July 1, 2022 - \$0.625  
January 1, 2023 - \$0.655

**Electronic Legal Research & PACER** - Reimbursable only if the law firm actually incurred the expense as opposed to the amount the firm would charge the client. A copy of the firm's check or receipt with an explanation of charges should be attached.

**Reproduction costs** - All in-house photocopying should indicate the number of pages and the reasonable fee charged. All external reproduction costs incurred by the firm (such as Kinkos) should include a copy of the invoice from the vendor.

**Federal Express** - Only to be utilized under extraordinary circumstances. Receipt required for payment.

**Expert Fees** (including stenographers, investigators, interpreters, doctors, etc) - Reimbursement voucher must include expert's invoice for services rendered and proof of payment.

**Telephone/Conference Calls** - Should include date, rate and reason for call.

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**APPLICATION FOR PRE-APPROVAL OF *PRO BONO* SERVICES**

I, \_\_\_\_\_ duly appointed as *pro bono* counsel to  
represent \_\_\_\_\_ in the matter of  
\_\_\_\_\_,  
v. \_\_\_\_\_,  
Civil Action No. \_\_\_\_\_, hereby request Pre-Approval for *pro bono* services on behalf of  
my client. I have outlined below the service(s) needed, and explained why the expenses is/are  
reasonable and necessary. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

The estimated cost for the above service(s) is/are \$ \_\_\_\_\_.

I certify that the expense(s) outlined above is/are reasonable and necessary.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of *Pro Bono* Counsel

\_\_\_\_\_  
Name and Address of Law Firm

The above *Application for Pre-Approval of Pro Bono Services* of *pro bono* counsel is fair  
and reasonable.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Judge

Instructions:     1. This Application is required where appointed *pro bono* counsel anticipates incurring expenses for  
                          which reimbursement is sought exceeding an aggregate amount of \$5,000 in the case.  
                          2. Submit this Application (original plus one copy) directly to the presiding Judge or Magistrate  
                          Judge in the case. (DO NOT FILE WITH THE CLERK.)

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Instructions:

1. Submit this reimbursement voucher to the appropriate person in the vicinage where the case is pending:  
**Camden and Trenton:** Manager of the Courtroom Deputies  
**Newark:** The Deputy-In-Charge.
2. Attach all supporting documentation including detailed invoices for each expense for which reimbursement is sought.
3. *Pro Bono* counsel must attach the original approved Application for Pre-Approval where reimbursement of expenses exceeds a total of \$5,000.00.

REIMBURSEMENT VOUCHER FOR EXPENSES OF *PRO BONO* COUNSEL

I, \_\_\_\_\_ duly appointed as *pro bono* counsel to represent  
\_\_\_\_\_ in the matter of \_\_\_\_\_ v.  
\_\_\_\_\_, Civil Action No. \_\_\_\_\_, hereby request reimbursement pursuant  
to Appendix H of the Court's Local Civil Rules, for expenses incurred in the representation of my *pro bono* client in the amount of \_\_\_\_\_. The check should be made payable to:

\_\_\_\_\_  
Name of Attorney/Firm

\_\_\_\_\_  
Tax I.D. Number

\_\_\_\_\_  
Address of Attorney/Firm

I certify that the expenses, for which a detailed copy of invoices(s) is/are attached, is/are reasonable and necessary and were actually incurred herein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of *Pro Bono* Counsel

The above application of *pro bono* counsel is fair and reasonable, and payment is recommended from the DISTRICT OF NEW JERSEY'S ATTORNEY ADMISSION FUND.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Judge

I certify that on this date payment was disbursed from the Attorney Admission Fund in the amount specified above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Attorney Admission Fund