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COURT OF COMMON PLEAS
NORTHERN DISTRICT OF OHIO
CLEVELAND

GENERAL ORDER NO. 2007- 02

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO**

ADOPTION OF PRO BONO
CIVIL CASE PROTOCOL

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ORDER NO. 2007- 02

At the regular meeting of judges conducted on February 5, 2007, the Court adopted the attached Pro Bono Civil Case Protocol in order to provide assigned counsel to pro se litigants in selected civil cases.

IT IS SO ORDERED.

For the Court



James G. Carr
Chief Judge
United States District Court

**NORTHERN DISTRICT OF OHIO
PRO BONO CIVIL CASE PROTOCOL**

- A. The Court encourages members of the bar of the Northern District of Ohio to represent parties in civil actions who the presiding judicial officer determines cannot afford legal counsel. To further this policy, the Court has adopted a plan for expense reimbursement as set forth below.
- B. Upon a judicial officer's request, a case shall be referred to the Clerk's Office for the appointment of legal counsel. The Clerk's Office shall select an attorney with experience in the subject matter of the case from the list of volunteer attorneys and shall provide the name of the attorney to the judicial officer who will check for any conflicts of interest. If there are no conflicts, the Clerk's Office will contact the attorney to determine if the attorney is available and to ensure the attorney has no conflicts of interest with the parties. The Clerk's Office will also provide the attorney with the docket and filings. If the attorney is available, the Clerk's Office will notify the judicial officer and the attorney will be assigned the case.
- C. Applications for reimbursement of pro bono expenses shall be submitted to the Clerk every six months for review and recommendation by the judicial officer to whom the case was assigned. Forms requesting reimbursement (attached) are available at Clerk Office locations in the District or on line.
- D. The Fund may not be used to reimburse expenses associated with the evaluation, preparation and presentation of an appeal to the United States Court of Appeals or the United States Supreme Court. A lawyer's responsibility to a client continues through the entry of judgment and the filing of a notice of appeal if the client wishes to appeal.
- E. The maximum amount that may be disbursed from the Fund in any case is One Thousand

Five Hundred Dollars (\$1,500.00). Requests for reimbursement beyond that amount must be accompanied by an explanation and must be approved by the Chief Judge. All requests for reimbursement must be accompanied by proof that the expenses were actually incurred.

F. Reimbursement is limited to the following allowable expenses:

1. Mileage and Travel. Mileage at the current rate authorized for federal employees as well as out-of-pocket expenses for other travel expenses (airfare, taxis, etc.).
2. Photocopies and Telephone Calls. Out-of-pocket expenses incurred for photocopying or photographs used in the case and long distance calls necessary to the preparation of the case. Copy costs may not exceed 15 cents per page.
3. Depositions and Transcripts. Court reporter attendance fees for depositions of essential witnesses and transcription fees for such depositions. Transcript costs may not exceed the page rate for ordinary transcripts established in the District.
4. Investigative or Expert Services. Investigative or expert services which are necessary to the preparation of the case if approved in advance by the judicial officer to whom the case is assigned.
5. Service of Process Fees. Fees for service of papers and the appearance of lay witnesses at depositions and their mileage fees.
6. Interpreter Services. The cost of interpreter services if approved in advance by the judicial officer to whom the case is assigned.
7. Expert Fees. The cost of expert fees if approved in advance by the judicial officer to whom the case is assigned.
8. Computerized Legal Research. Fees charged by third-party vendors for computerized legal research. Costs associated with access to the Internet or maintenance of

computers are not allowable.

- G. Request for final reimbursement from the Fund must be filed within thirty (30) days of entry of judgment. If the lawyer has withdrawn or been dismissed prior to the entry of judgment, the request must be filed within thirty (30) days of withdrawal or dismissal.
- H. Amounts reimbursed must be repaid to the Fund, in whole or in part, if the case is settled with the payment of money, if fees and costs are awarded under 42 U.S.C. §1988 or any other fee-shifting statute, or if the party is awarded monetary damages. The amount of the reimbursement shall be determined by the presiding judicial officer.