

**UNITED STATE DISTRICT COURT FOR THE NORTHERN DISTRICT OF OHIO
ATTORNEY ADMISSIONS FUND VOUCHER FOR PRO BONO ATTORNEY EXPENSES IN CIVIL CASES**

The Pro Bono Protocol limits reimbursement of expenses to \$1,500. Requests in excess of \$1,500 must be approved by the Chief Judge in addition to the presiding judicial officer. To avoid disallowance of reimbursements for excess expenditures, judicial approval should be requested in advance.

Case Number _____

Case Name _____

Attorney Name _____

Phone # _____

Address _____

City _____ State _____ Zip Code _____

Final Payment Interim Payment

Have you previously applied for the court for reimbursement for this case? Yes No

Description	Amount Claimed	Court Use Only Adjusted Amount
Mileage and Travel	\$	\$
Photocopies	\$	\$
Telephone Calls	\$	\$
Depositions and Transcripts	\$	\$
Investigative Services	\$	\$
Service of Process Fee	\$	\$
Interpreter Services	\$	\$
Expert Fees	\$	\$
Computerized Legal Research	\$	\$
Total Reimbursement	\$	\$

Attorney Signature _____ Date _____

FOR COURT USE ONLY		
Verified by:	_____	_____
	Financial Officer	Date
Approved by:	_____	_____
	Presiding Judicial Officer	Date
Approved by:	_____	_____
	Chief Judge (Only required for Expenditures Over \$1,500)	Date

Pro Bono Reimbursement Worksheet

Case Number _____

Attorney Name _____

		TRAVEL			OTHER								
Date	Brief Description of Expense	# of Miles	\$ Amount for Mileage	Parking / Other	# of copies	\$ Amount for Copying	Telephone Calls	Deposition/ Transcripts	Expert Services	Service of Process	Interpreter Services	Expert Fees	Computer Legal Research
Page Total													
Grand Total													

PROOF OF EXPENSES MUST BE ATTACHED
\$1,500 maximum per case unless prior approval obtained
\$0.15 maximum per page expense for copying

INSTRUCTIONS FOR ATTORNEY ADMISSIONS FUND VOUCHER
AUTHORITY TO PAY PRO BONO COURT APPOINTED COUNSEL

Read these instructions carefully before completing the voucher. Accuracy and thoroughness will aid in the prompt payment of the claim. Otherwise please use a typewriter to complete the form or print legibly with a ball point pen. Provide dates for and a description of the expenses incurred. For additional guidance, see the Northern District of Ohio Pro Bono Civil Case Protocol located on our website at www.ohnd.uscourts.gov , in the Pro Bono Program section.

Some guidelines include:

- The Pro Bono Protocol limits reimbursement of expenses to \$1,500. Requests in excess of \$1,500 must be approved by the Chief Judge in addition to the presiding judicial officer. To avoid disallowance of reimbursements for excess expenditures, judicial approval should be requested in advance.
- Vouchers shall be submitted no later than 30 days after the final disposition of the case.
- If the lawyer has withdrawn or been dismissed prior to the entry of judgment, the request must be filed within 30 days of withdrawal or dismissal.
- All payments made pursuant to this claim are subject to post-audit; expense documentation must be provided with the voucher. Any overpayments are subject to collection, including deduction of amounts due from future vouchers.
- Amounts reimbursed, if any, 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 28 U.S.C. §1988 or any other fee-shifting statute, or if the party is awarded monetary damages.

Field	Description
Case Number	Provide the case number assigned by the court.
Case Name	Give the name of the case.
Attorney Information	Complete the name, phone, address, city, state, and zip code fields.
Claim Status	Indicate, by checking the appropriate box, whether the voucher is (1) the final payment or (2) an interim payment. If an interim payment, indicate the interim payment number.
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.).
Photocopies	Out-of-pocket expenses incurred for photocopying or photographs used in the casenecessary to the preparation of the case. Copy costs may not exceed \$0.15 per page.
Telephone Calls	Out-of-pocket expenses incurred for long distance calls necessary to the preparation of the case.

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.
Investigative Services	Investigative services which are necessary to the preparation of the case if approved in advance by the judicial officer to whom the case is assigned.
Service of process Fees	Fees for service of papers and the appearance of lay witnesses at depositions and their mileage fees.
Interpreter Services	The cost of interpreter services if approved in advance by the judicial officer to whom the case is assigned.
Expert Fees	The cost of expert fees if approved in advance by the judicial officer to whom the case is assigned.
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.
Signature of Attorney and date	This must be signed and dated by the attorney otherwise it will be returned for completion.

Please mail voucher, worksheets, and supporting documentation to:

OHNDDB_Finance_Mailbox@ohnd.uscourts.gov

U.S. District Court, ND of OH
 Attn: Finance
 801 West Superior Ave
 Cleveland, OH 44113