

**UNITED STATES COURT OF APPEALS**  
*For the Eighth Circuit*

**Notice to Counsel Appointed Under the Inherent Power of the Court**

The Court wishes to express its appreciation to you for accepting the appointment under the Court's inherent power. In doing so, you are acting in accordance with the highest ideals of the bar as a profession. You are also rendering an important service to the Court and to the public interest, which requires that both sides of every case be well presented. Please accept the thanks of the Court.

Out of pocket expenses incurred as a result of representation are reimbursable. Counsel should submit an itemized statement of those expenses after issuance of the mandate. The statement should be accompanied by receipts as noted below. In determining reasonableness of expenses incurred, counsel should use as general guidelines, the prevailing limitations placed on travel and subsistence expenses of federal judiciary employees. Therefore, reimbursement of expenses for counsel appointed by the Eighth Circuit shall be limited as follows:

1. Actual subsistence for lodging and meals. Please use discretion in arranging hotel accommodations. Counsel must submit the hotel's detailed itemized receipt, showing the cost of the room and the taxes charged. Detailed meal receipts are also required.
2. Travel expense reimbursement shall be limited to:
  - (a) Round-trip coach air fare. Counsel should submit the airline ticket or travel agency invoice with the itemized statement;
  - (b) Public transit or taxi from office to airport and from airport to hotel or courthouse (Car rental is not reimbursable;)
  - (c) Use of a counsel's private car will be reimbursed at the rate applicable to federal judiciary employees at the time travel occurred. Refer to the table below to determine the per mile rate.

| <b><u>Date Travel Occurred</u></b> | <b><u>Reimbursable Amount</u></b> |
|------------------------------------|-----------------------------------|
| September 1,2005- December 31,2005 | .485 mile                         |
| On or after January 1, 2006        | .445 mile                         |
| On or after February 1, 2007       | .485 mile                         |

3. Photocopy expenses shall be reimbursed at actual cost but shall not exceed 15¢ per page. The cost of commercial printing is not an allowable expense. Claims for copies made outside your office must be accompanied by a receipt. For in-house copies please indicate the number of copies made and the cost per copy.

4. Postage expenses for overnight delivery and/or courier services a detailed receipt.

5. Long distance telephone expenses require itemization. Please indicate the date on which the call was made, the person called and the cost of the call. Total claims in excess of \$50.00 require the itemized invoice. (Copies of invoices will be accepted.) Please **circle** the date, telephone number, and amount of the call.

6. Claims for expenses related to computer assisted legal research must be thoroughly documented. Please include copies of invoices which indicate the billing computation method and the amount paid. Also please include a short statement which briefly discusses the issues researched and an estimate of the amount of time necessary to perform the same research manually.

In general, itemize each entry on your statement of expenses and provide receipts whenever possible. Compliance with these guidelines will reduce the amount of time necessary to process requests for reimbursement.

For additional information please call the Clerk's Office (314) 244-2400.