

**UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF OHIO  
LIBRARY 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 Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Final Payment       Interim Payment

Have you previously applied to the Court for reimbursement in 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: \_\_\_\_\_

<b>For Court Use Only</b>		
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
<b>Page Total</b>													
<b>Grand Total</b>													

**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 LIBRARY 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](http://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.

<b>Field</b>	<b>Description</b>
<b>Case Number</b>	Provide the case number assigned by the court.
<b>Case Name</b>	Give the name of the case.
<b>Attorney Information</b>	Complete the name, phone, address, city, state, and zip code fields.
<b>Claim Status</b>	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.
<b>Mileage and Travel</b>	Mileage at the current rate authorized for federal employees as well as out-of-pocket expenses for other travel expenses (airfare, taxis, etc.).
<b>Photocopies</b>	Out-of-pocket expenses incurred for photocopying or photographs used in the case necessary to the preparation of the case. Copy costs may not exceed \$0.15 per page.

<b>Telephone Calls</b>	Out-of-pocket expenses incurred for long distance calls necessary to the preparation of the case.
<b>Depositions and Transcripts</b>	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.
<b>Investigative Services</b>	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.
<b>Service of process Fees</b>	Fees for service of papers and the appearance of lay witnesses at depositions and their mileage fees.
<b>Interpreter Services</b>	The cost of interpreter services if approved in advance by the judicial officer to whom the case is assigned
<b>Expert Fees</b>	The cost of expert fees if approved in advance by the judicial officer to whom the case is assigned.
<b>Computerized Legal Research</b>	Fees charged by third-party vendors for computerized legal research. Costs associated with access to the Internet or maintenance of computers are not allowable.
<b>Signature of Attorney and date</b>	This must be signed and dated by the attorney otherwise it will be returned for completion.

Please mail voucher, worksheets, and supporting documentation to:

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