

**UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF ILLINOIS
GENERAL ORDER 11 - 0003**

It appearing that the full Court met in executive session on February 23, 2011 and approved a technical amendment to Local Rules Appendix E – The District Court Fund Regulations Governing the Prepayment and Reimbursement of Expenses in Pro Bono Cases, D.C.F REG.3.

The Court's Executive Committee discussed the proposed technical amendment at its meeting of February 3, 2011. It recommended that the full Court adopt the proposed technical amendment to Local Rules Appendix E.

The full Court considered the recommendation of the Executive Committee at its meeting on February 23, 2011 and approved the technical amendment to Local Rules Appendix E; therefore,

By direction of the full Court, which met in executive session on February 23, 2011,

IT IS HEREBY ORDERED that Local Rules Appendix E – The District Court Fund Regulations Governing the Prepayment and Reimbursement of Expenses in Pro Bono Cases, D.C.F. REG.3 be amended as follows (additions shown thus, deletions shown ~~thus~~):

**D.C.F. REG.3 PROCEDURES FOR OBTAINING PREPAYMENTS OR
REIMBURSEMENTS**

A. Request for Authority to Incur Expense

For those expenses where authority to incur is required prior to incurring them, the request for authority to incur the expense shall be made by motion filed with the judge to whom the case is assigned. The motion shall set forth briefly the reason for the request and the estimated amount of the expense.

B. Request for Prepayment or Reimbursement of Expenses

Any request for the prepayment or reimbursement of expenses shall be on the voucher form

approved by the Executive Committee and available on request from the clerk. The request shall be accompanied by sufficient documentation to permit the court to determine that the request is appropriate and reasonable and, where the request is for reimbursement, that the amounts have actually been paid out. The request shall be filed with the clerk's office ~~judge to whom the case is assigned~~. Requests may be made at any time during the pendency of the proceedings and up to thirty days following the entry of judgment in the proceedings. The assigned judge may, for good cause shown, extend the time for filing a request.

C. Requests for Reimbursement by Attorney No Longer Representing Party

Where an attorney appointed under this Court's *pro bono* rules is permitted to withdraw from representing the party in a proceeding and the attorney has incurred expenses which may be reimbursable under these regulations, he or she shall file a request for reimbursement within ninety days of the date of the entry of the order allowing the withdrawal. Except for good cause shown, the court will not allow reimbursement of expenses where the request was filed more than ninety days after the entry of the order of withdrawal.

D. Request May be Made *Ex Parte*

Any request made under sections A, B, or C of this regulation may be made *ex parte*.

E. Action by Assigned Judge and/or Chief Judge

The assigned judge or the chief judge may refuse to permit prepayment or disallow reimbursement of any expense based upon the absence of documentation that such expense is appropriate or reasonable or, where reimbursement is requested, was actually incurred.

F. Processing by Clerk

On receipt of the voucher form indicating amounts approved for prepayment or reimbursement, the clerk shall check to determine whether or not any payments had previously been made out of the Fund to cover expenses in the same proceeding. If no such payments had

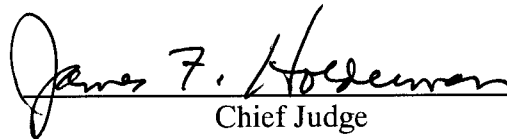
been made, the clerk shall promptly issue the required check or checks in the amount indicated on the voucher form or the limit set by these regulations, whichever is lower. Where payments had previously been made from the Fund for expenses in the proceedings, the clerk will check to see if the amounts authorized by the current voucher together with amounts previously paid would require additional approval by the chief judge because the total exceeds the limits set by these regulations for amounts approvable by the assigned judge. Where such approval is required, the clerk shall promptly transmit the voucher to the chief judge. On receipt of the voucher from the chief judge, the clerk shall promptly issue the required check or checks in the amount indicated on the voucher form or limit set by these regulations, whichever is lower. If the chief judge disallowed any or all of the amounts requested, the clerk shall promptly transmit to the submitting attorney a copy of the voucher showing the action of the chief judge.

G. Amounts Paid From Fund To Be Reimbursed From Any Fee Award

Where a fee award is made by a judge to an appointed attorney, the attorney awarded fees shall upon receipt of the monies awarded promptly repay the Fund any amounts paid to him or her under these regulations.

ENTER:

FOR THE COURT



Chief Judge

Dated at Chicago, Illinois this 28th day of February 2011