

**United States District Court for the Northern District of Illinois**



**REQUEST FOR PREPAYMENT OR REIMBURSEMENT OF EXPENSES**

*Refer to instructions on other side before completing this form.*

**Fiscal Use Only**

VOUCHER # \_\_\_\_\_  
 VERIFIED \_\_\_\_\_  
 CHECK # \_\_\_\_\_  
 DATE ISSUED \_\_\_\_\_

**Case Information**

Assigned Judge: _____		Case Number: _____	
Case Title: _____			
Name of party represented: _____			Date appointed: _____
Request for <input type="checkbox"/> Prepayment <input type="checkbox"/> Reimbursement	Previous payments made in this case? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount _____		
Judgment entered? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate date of judgement. _____		
Has a fee award been made to you in this case? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date of order granting leave to withdraw, if applicable. _____			

**Attorney Information**

Attorney Name: _____		Firm Name: _____		
Street Address: _____	Suite #: _____	City: _____	State: _____	Zip: _____
Phone: _____	Make check payable to: <input type="checkbox"/> Attorney <input type="checkbox"/> Firm			

**Itemized Expenses**

*Please refer to the [Regulations Governing the Prepayment and Reimbursement of Expenses in Pro Bono Cases](#) for guidance on approved itemized expenses. The maximum allowable payment is \$5,000. Requests exceeding \$5,000 shall be submitted to the Executive Committee prior to incurring the expense.*

<b>Settlement received by plaintiff or fund from plaintiff settlement</b> .....	\$ ( )
Depositions and transcripts ..... <a href="#">Maximum Transcript Rates</a> .....	\$
Investigative, expert or other services.....	\$
Travel expenses.....	\$
Service of papers and witness fees.....	\$
Interpreter services.....	\$
Photographs, photocopies, telephone toll calls .....	\$
Other (please attach description).....	\$
<b>TOTAL AMOUNT CLAIMED</b> ..... <b>SUBTOTAL:</b> .....	<b>TOTAL:</b> \$

I swear to (or affirm) the truth and correctness of the above statements and that each of the listed expenses are/were, in my best judgment, necessary for the adequate preparation of case number case title. Further, I swear (or affirm) that this request is made in the absence of other sources of prepayment or reimbursement and that if any of these expenses are otherwise recovered, I shall return an equivalent amount to the District Court Fund. If a party receives funds via settlement, judgment, or award of fees or costs in excess of \$50,000, that party is required to reimburse the District Court Fund for expenditures in excess of \$5,000 made on behalf of that party. Receipt of payments and reimbursements from the District Court Fund operates as the receiving party's consent to this reimbursement requirement. I have discussed this requirement with my client(s).

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Date

**APPROVED FOR PAYMENT**

\_\_\_\_\_  
Assigned Judge's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amount Approved

\_\_\_\_\_  
Chief Judge's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amount Approved

## **INSTRUCTIONS FOR COMPLETING REQUEST FOR PREPAYMENT OR REIMBURSEMENT OF EXPENSES FORM**

### **1) ELIGIBILITY**

Attorneys assigned to represent indigent civil litigants in their *pro se* cases may be eligible to request prepayment or reimbursement of expenses associated with *pro bono* matters before the United States District Court for the Northern District of Illinois. For complete information on eligibility and restrictions on prepayment or reimbursement, please refer to the [Regulations Governing the Prepayment and Reimbursement of Expenses in Pro Bono Cases](#), which are Appendix E of the Court's Local Rules. The regulations may be found under the [Attorney/Pro Bono Resources for Trial Bar Attorneys](#) tab on the Court's web site.

### **2) FILING DEADLINES**

A request for Prepayment or Reimbursement of Expenses may be filed any time during the pendency of the civil action and up to thirty (30) days following the entry of a judgment order. If an attorney assigned to represent an indigent civil litigant is granted leave to withdraw as appointed counsel, any request for reimbursement of expenses must be filed within ninety (30) days of the entry of the order granting leave to withdraw.

### **3) COMPLETING THE FORM**

Please complete each item, noting in particular whether the request is for prepayment or reimbursement of expenses, the amount of previous payments from the fund (if any), and the date of a judgment order or order granting leave to withdraw, if any. If no designation is made as to whom a payment check shall be made payable, the check shall be made payable to the associated law firm. Please attach one copy of all documentation required by Regulation 3(b) of the Regulations Governing the Prepayment or Reimbursement of Expenses in Pro Bono Cases. The request form should be emailed to [ProBono\\_ILND@ilnd.uscourts.gov](mailto:ProBono_ILND@ilnd.uscourts.gov).

### **4) REVIEW AND APPROVAL PROCEDURES**

The presiding judge may approve the prepayment or reimbursement of expenses for amounts up to and equal to \$2,500.00. Where the amount requested is less than or equal to \$2,500.00 and the assigned judge approves payment, the assigned judge shall forward the request form to the Clerk for payment. Where the amount requested exceeds \$2,500.00 and the assigned judge

approves payment, the assigned judge shall forward the request to the Clerk, who will submit it to the Chief Judge for approval. The Chief Judge may approve prepayment or reimbursement of up to \$5,000.00. Upon approval, the Chief Judge shall forward the form to the Clerk for payment. Requests exceeding \$5,000 shall be submitted to the Executive Committee prior to incurring the expense.

#### **5) REIMBURSEMENT OF DISTRICT COURT FUND**

If a party receives funds via settlement, judgment, or award of fees or costs in excess of \$50,000, that party is required to reimburse the District Court Fund for expenditures in excess of \$5,000 made on behalf of that party. Receipt of payments and reimbursements from the District Court Fund operates as the receiving party's consent to this reimbursement requirement.

#### **6) SUBMISSION OF PREPAYMENT/REIMBURSEMENT FORM OR QUESTIONS**

Signed prepayment or reimbursement forms with supporting documentation, or questions regarding the form or regulations, may be emailed to [ProBono\\_ILND@ilnd.uscourts.gov](mailto:ProBono_ILND@ilnd.uscourts.gov).

Pro Bono Prepayment or Reimbursement  
[ProBono\\_ILND@ilnd.uscourts.gov](mailto:ProBono_ILND@ilnd.uscourts.gov)  
(312) 408-5093