

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 ☐ Prepayment ☐ Reimbursement	Previous payments made in this case? ☐ Yes ☐ No Amount		
Judgment entered? ☐ Yes ☐ No	If yes, indicate date of judgement.		
Has a fee award been made to you in this case? ☐ Yes ☐ 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: ☐ Attorney ☐ 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.

Depositions and transcripts	\$
Investigative, expert or other services.....	\$
Travel expenses.....	\$
Service of papers and witness fees.....	\$
Interpreter services	\$
Photographs, photocopies, telephone toll calls	\$
Other (please attach description	\$
TOTAL AMOUNT CLAIMED.....	\$

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.

_____ Attorney's Signature	_____ Date
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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 appointed to represent indigent civil litigants in cases pending on or after January 1, 1983 may be eligible to request prepayment or reimbursement of expenses associated with pro bono matters before the U.S. 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 are available on request from the Clerk's Office, and may also be found with the local rules on the Court's web site, at <http://www.ilnd.uscourts.gov>.

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 appointed 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 attorney. 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 submitted to the Attorney Admissions Coordinator.

4) REVIEW AND APPROVAL PROCEDURES

The assigned 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) ADDITIONAL INFORMATION

For additional information regarding this form or the Regulations Governing the Prepayment and Reimbursement of Expenses in Pro Bono Cases, please contact:

Attorney Admissions Coordinator
U. S. District Court
219 S. Dearborn Street, Room 2058
Chicago, Illinois 60604
(312) 435-5771