

**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 (90) 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 \$1000.00. Where the amount requested plus the amount of previous payments is less than or equal to \$1000.00 and the assigned judge approves payment the assigned judge shall forward the request form to the Clerk for payment. Where the amount requested plus the amount of previous payments exceeds \$1000.00 the assigned judge shall forward the request to the Chief Judge with a recommendation for approval. For cases filed on or after February 1, 2001, the Chief Judge may approve the prepayment or reimbursement of up to \$3000.00 for each party represented by appointed counsel. Where appointed counsel represents several parties, the Chief Judge may approve up to \$7000.00 for prepayment or reimbursement. For cases filed **before** February 1, 2001, reimbursements of \$2000.00 for each party and \$6000.00 when appointed counsel represents several parties. Upon approval, the Chief Judge shall forward the form to the Clerk for payment.

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

