

**UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

PROCEDURES FOR REIMBURSING *PRO BONO* ATTORNEYS

No disbursement shall be made unless it is intended to pay for reasonable and necessary litigation costs such as reproduction costs, deposition/transcript costs, local travel expenses, telephone/postage charges, investigative or expert fees, service/witness fees, interpreter fees, or other necessary expenses. If counsel intends to seek reimbursement of costs, all anticipated expenses must receive prior approval by the Court. **Failure to obtain prior approval may result in a denial of the request for reimbursement.**

Once approval of an anticipated expense has been obtained, appointed *pro bono* counsel may subsequently apply during the litigation or within a reasonable period thereafter for reimbursement of costs reasonably incurred in connection with the litigation, **excluding** attorney's fees, to be paid from the Attorney Admission Fund ("Fund") as described below.

REQUESTING PRE-APPROVAL FOR EXPENSES TO BE INCURRED

Appointed *pro bono* attorneys must request pre-approval for services needed during the litigation. Requests should be submitted to the court on the form, *Motion for Pre-Approval of Out-of-Pocket Expenses*,¹ and filed in the instant case, outlining the services needed and estimated cost. The presiding Judge may grant the motion or request further information.

REQUESTING REIMBURSEMENT OF EXPENSES

After appointed *pro bono* attorneys have received pre-approval for expenses to be incurred, they may file a *Motion for Reimbursement of Out-Of-Pocket Expenses*,¹ along with supporting documentation, in the instant case. Only when the motion has been granted by the presiding Judge will any expenses be disbursed.

RECOUPMENT OF DISBURSEMENTS

The Court recognizes that a prevailing party may apply for costs. See LCvR. 54. The Court also recognizes that in certain instances, a prevailing party may apply for attorneys' fees under 42 U.S.C. § 1988 or other fee-shifting statutes. In those instances, any application for attorneys' fees and/or costs on behalf of a party who has 1) prevailed and 2) received reimbursement of expenses from the Fund shall indicate on their application and/or Bill of Costs what claimed fees and/or costs were reimbursed under this Fund. In order that the Fund may remain solvent and available to assist future *pro bono* appointments, the amount of any such fees and/or costs shall be promptly returned to the Clerk of Court.

¹ The Motion for Pre-Approval of Out-of-Pocket Expenses and Motion for Reimbursement of Out-of-Pocket Expenses forms can be found on the Court's website at <https://www.pawd.uscourts.gov/pro-bono-opportunities>.