

**EASTERN DISTRICT CIVIL LITIGATION FUND  
GUIDELINES FOR REIMBURSEMENT OF EXPENSES  
INCURRED BY ATTORNEYS IN PRO SE CIVIL ACTIONS**

The Eastern District Civil Litigation Fund will reimburse certain expenses incurred by pro bono attorneys who represent pro se litigants in civil actions in the Eastern District. (See Rule 6, Expenses, Rules Governing Procedures for Appointment of Attorneys in Pro Se Civil Actions, United States District Court, Eastern Districts of New York, Appendix E). Details of the types of expenses that will be reimbursed are set forth below. The Fund will reimburse expenses up to \$200 that have been incurred without prior Court approval. An attorney who anticipates seeking reimbursement from the Fund for an expense greater than \$200 must obtain authorization from the Court and, if it is expected that the expense may exceed \$1,000, from the Board of Directors of the Fund, before incurring the expense. Please use the attached form for all reimbursement requests. Submit the form to the Clerk's Office. No notice to your adversary is required.

The Board of the Eastern District Civil Litigation Fund has determined that the following expenses are reimbursable:

**Telephone**

Reimbursement may be made for the actual cost of case-related long distance telephone calls, upon submission of an itemized list of calls along with a brief description of the matter addressed and recipient of the call.

**Facsimile**

Reimbursement of facsimile costs will be limited to the actual cost of long distance phone transmissions for outgoing documents. The costs of the machine, its supplies and attorney phone line are considered general office overhead expenses which are not reimbursable.

**Photocopying**

The actual out-of-pocket expenses (up to a maximum of \$.20 per page) incurred in photocopying may be reimbursed.

**Postage**

Reimbursement may be made for the actual cost of case-related regular U.S. postage. There will be no reimbursement for expedited delivery costs.

**Transcripts**

Reimbursement may be made for transcripts of depositions taken pursuant to court order or of court proceedings.

### **Expert Witness Fees/Witness Fees**

With prior Court approval, reimbursement may be made for expert witness fees.

### **Court Appointed Interpreter**

Upon approval by the Court for appointment of an interpreter, reimbursement may be made for the cost of the interpreter.

### **Travel**

Upon prior approval of the Judge assigned to the case, case-related travel by privately owned automobile may be claimed at the rate then in effect for federal judiciary employees. Reimbursement may also be granted for case-related parking fees and bridge/road tolls.

Transportation by other means may be reimbursed on an actual expense basis. Every effort to obtain the lowest possible fares or rates must be made. There will be no reimbursement for first or business class travel expenses.

In determining the reasonableness of travel costs, the Court will look to prevailing limitations placed upon travel and subsistence expenses of federal judiciary employees in accordance with existing government travel regulations.

No travel expense will be reimbursed without appropriate documentation, including receipts to support all expenses.

### **Other Expenses**

Expenses of less than \$200 which are not listed herein may be reimbursed on approval by the Court and, if the expense exceeds \$200, the Board of the Eastern District Civil Litigation Fund as well as the Court.

### **Expenses Not Covered**

The following expenses are not covered: general office supplies, word processing time, general secretarial or paralegal time, personal educational seminars (except with the prior approval of the Board of the Eastern District Civil Litigation Fund).

### **Reimbursement**

1. Should the costs of litigation be reimbursed through settlement or court award, counsel shall be responsible for repaying the amounts advanced by the EDCLF.

2. Counsel is encourage to seek costs paid by the EDCLF to the extent practicable, whether through settlement or court award, so long as it does not interfere with his/her judgment in representing his/her client.

**APPLICATION FOR REIMBURSEMENT OF EXPENSES  
FROM THE EASTERN DISTRICT CIVIL LITIGATION FUND  
IN CONNECTION WITH THE REPRESENTATION OF PRO SE LITIGANTS**

Title of Action: \_\_\_\_\_ Docket No.: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Judge Assigned: \_\_\_\_\_

**Type of Expense (attach supporting documentation)    Amount**

Telephone \_\_\_\_\_

Facsimile \_\_\_\_\_

Photocopying \_\_\_\_\_

Postage \_\_\_\_\_

Transcripts\* \_\_\_\_\_

Expert Witness Fees\* \_\_\_\_\_

Interpreter\* \_\_\_\_\_

Travel\* \_\_\_\_\_

Other Expenses\*\* \_\_\_\_\_

Only Application \_\_\_\_\_

Prior Application(s), date(s): \_\_\_\_\_

TOTAL \_\_\_\_\_

APPROVED

\_\_\_\_\_  
U.S.D.J.

\* Requires Court approval \*\*Requires Court and Eastern District Civil Litigation Fund Approval

# NOTICE

## **Social Work Support Services Available to Pro Se Litigants and Assigned Counsel**

Representing litigants pro bono is a much valued and needed service provided by attorneys. Some of the litigants you represent may seem overwhelmed and can have various and complex needs in addition to the legal issues they present. To help you work with these litigants, the Eastern District Civil Litigation Fund, Inc., offers the **Social Work Support Services** program to pro se litigants and litigants represented by pro bono attorneys.

Social workers from the Brooklyn Bureau of Community Service will meet with litigants to discuss their needs, counsel them about available resources, and work to create structure and support in various areas of their lives. Talking about their legal situation and how this impacts on their lives often helps the litigants put their situations in perspective, helps them focus on their needs, identify strengths and weaknesses, and ultimately helps them feel less overwhelmed and more in control. As a result, they become less anxious and better able to handle their situations. We believe that offering this service both to pro se litigants and litigants represented by pro bono counsel will help you to provide the best representation possible.

Pro se litigants are generally referred by judges who feel a particular litigant would benefit from the support provided by the program. Services are confidential - information shared with the program social worker is never shared with judges or any court personnel. Use of the program services is voluntary and free of charge.

If you are interested in more information about the program, or you are representing a litigant who might benefit from a consultation, please feel free to contact Ms. Adele Saleem of the Brooklyn Bureau of Community Service at (718) 310-5623 or [asaleem@bbcs.org](mailto:asaleem@bbcs.org) to discuss what the Social Work Support Services program can do to help you work with your pro bono client.