

**INSTRUCTIONS FOR COMPLETION OF  
REQUEST FOR REIMBURSEMENT OF *PRO BONO* ATTORNEY EXPENSES IN CIVIL CASES**

Read these instructions carefully before completing the voucher. For additional guidance, see the Court's *Guidelines Governing the Reimbursement of Expenses in Pro Bono Cases* located at [www.vawd.uscourts.gov](http://www.vawd.uscourts.gov).

**General Information**

- The reimbursement of expenses is limited to \$2,500.00. Requests more than \$2,500.00 must be accompanied by a written request with supporting documentation for approval.
- Vouchers shall be submitted no later than 30 days after the final disposition of the case.
- If the attorney has withdrawn or been dismissed prior to the entry of judgment, the request must be filed within 30 days of withdrawal or dismissal.
- Interim payments must be approved by the presiding judge prior to submission.
- Expense documentation must be provided with the voucher.
- All payments made pursuant to this claim are subject to audit.
- Any overpayments are subject to collection, including deduction of amounts due from future vouchers.
- Amounts reimbursed, if any, must be repaid to the Fund, in whole or in part, if the case is settled with the payment of money, if fees and costs are awarded under 28 U.S.C. §1988 or any other fee-shifting statute, or if the party is awarded monetary damages.

**Submitting to the Court**

Email voucher, worksheet and supporting documentation to: [ProBono@vawd.uscourts.gov](mailto:ProBono@vawd.uscourts.gov).

**Category Descriptions**

Field	Description
Depositions and Transcripts	Court reporter attendance fees for depositions of essential witnesses and transcription fees for such depositions, the cost of which shall not exceed the regular copy rate as established by the Judicial Conference of the United States and in effect at the time any transcript or deposition was filed.
Investigative, Expert or Other Services	The cost of investigative or expert services which are necessary to the preparation of the case if approved in advance by the preside judicial officer.
Mileage and Travel Expenses	Mileage at the current authorized rate for federal employees as well as expenses for other travel expenses (parking, tolls and similar costs)
Service/Witness Fees	Fees for service of papers and the appearance of law witnesses at deposition and their mileage fees.
Interpreter Services	The cost of interpreter services if approved in advance by the presiding judicial officer.
Photocopies, Photographs, Printing, Long Distance Telephone Calls	Reasonable expenses incurred for items such as photocopies, photographs, printing, long distance telephone calls, express and overnight delivery services.
Other Expenses	Additional expenses which are necessary to the preparation of the case if approved in advance by the presiding judicial officer.