

**THE UNITED STATES DISTRICT COURT  
FOR THE  
NORTHERN DISTRICT OF NEW YORK**

**GUIDELINES GOVERNING PRO BONO REIMBURSEMENT OF EXPENSES**

- NDNY Local Rule **83.3(g)** limits the reimbursement of expenses of appointed counsel incident to representation of indigent clients to **\$2,000.00**.
- The court advises counsel that if you submit a voucher seeking more than **\$2,000.00 without the Court's prior approval**, the **Court may reduce or deny the request.** \*\*
- Any expense in excess of **\$500.00** should receive the Court's prior approval\*\*.
- Please note, after appointment and a notice of appearance by the appointed attorney, the **Court will re-generate all notices of electronic filing (NEF's)** in the case so that the appointed counsel can download, print and save the entire case file without charge.
- **Travel Expenses** Lodging, Meals and Transportation costs may be reimbursable only on an **actual expense (itemized) basis**, with receipts for lodging and for any expenses of more than **\$50**, up to the recommended per diem allowance unless, unusual circumstances, a greater amount (up to 150 percent of the applicable per diem allowance) is authorized.  
  
**Airfare/Train/Bus** Advance authorization for such travel must be **pre-approved\*\*** by the Court. A coach class reservation fully refundable or exchangeable ticket must be purchased as the Court cannot reimburse counsel for any unused tickets(s) or any additional fees incurred to cancellations and/or changes to the ticket.
- **Investigative or Expert Services.** Counsel may request investigative or expert services necessary for the adequate preparation of a matter to be presented to the Court. Such services must have **prior Court approval\*\*** by the presiding judge.
- **Authorization Request Form** Provide Authorization Request to the appropriate CRD via email.
- **Pro Bono Fund Voucher** To the extent that appointed counsel seeks reimbursement for expenses that are recoverable as costs to a prevailing party under Fed. R. Civ. P. 54, the appointed attorney must submit a **mandatory** Pro Bono Fund Voucher and Pro Bono Expense form.
  - The application should be electronically filed on ECF using the event "Motion for Disbursements of Funds."

**\*\*Please see the complete Pro Bono Guidelines, Authorization Request Form, Pro Bono Voucher and Expense Voucher Forms at website <http://www.nynd.uscourts.gov/pro-bono>**