

**INSTRUCTIONS FOR COMPLETING
REQUEST FOR COMPENSATION OF SERVICES AND
REIMBURSEMENT OF OUT-OF-POCKET EXPENSES**

1) ELIGIBILITY

Attorneys appointed pursuant to 28 U.S.C. § 1915(e) to represent indigent civil litigants in cases before the U.S. District Court for the Eastern District of Missouri may be eligible to request payment for their services and related expenses associated with such appointments. See Regulations Governing the Disbursement of Funds from the Non-Appropriated Fund for Attorney Fees and Out-of-Pocket Expenses Incurred by Attorneys Appointed to Represent Indigent Parties in Civil Proceedings Pursuant to 28 U.S.C. § 1915(e). The regulations are available on request from the Clerk's Office, and may also be found on the Court's web site, at <http://www.moed.uscourts.gov>.

2) REPORTING OF TIME

Counsel shall submit worksheets on the forms provided by the Court detailing and describing the in court and out-of-court time that has been expended. Time entries should apprise the court of the nature of the services rendered and should be separately described and recorded on the worksheets. Time must be reported in tenths of an hour (e.g., 1-6 minutes is reported as .1, 7-12 minutes is reported as .2, etc.).

3) FILING DEADLINES

A request for Compensation of Services and Reimbursement of Out-Of-Pocket Expenses may be filed any time during the pendency of the civil action and up to sixty (60) days following the entry of a judgment order. The assigned judge may, for good cause shown, extend the time for filing a request. If an attorney appointed to represent an indigent civil litigant is granted leave to withdraw as appointed counsel, any request for compensation of services and expenses must be filed within sixty (60) days of the entry of the order allowing withdrawal. Except for good cause shown, the court will not allow compensation for attorney services and expenses where the request is filed more than sixty (60) days after the entry of the order of withdrawal.

4) COMPLETING THE FORM

Please complete each item, noting in particular whether the request is for interim or final compensation of attorney services and reimbursement for out-of-pocket 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. In addition to completing the request form, counsel must attach worksheets detailing and describing the work performed, and the time expended for each task. See paragraph 2), *supra*. Counsel must also attach sufficient documentation to permit the court to determine that the request for reimbursement of expenses is appropriate and reasonable and that the amounts were actually paid out. The request form shall be filed with the judge to whom the case is assigned.

5) REVIEW AND APPROVAL PROCEDURES

The assigned judge may approve disbursements from the non-appropriated fund for (1) compensation for attorney's fees not to exceed \$5,000.00, and (2) reimbursement of out-of-pocket expenses not to exceed \$5,000.00. Where the amount requested is within the authority of the assigned judge and the assigned judge approves payment, the assigned judge shall forward the request form to the Clerk for payment. Where the amount requested for reimbursement of out-of-pocket expenses exceeds \$5,000.00 (or exceeds \$5,000.00 when combined with any previous expense reimbursements from the non-appropriated fund), the assigned judge shall forward the request to the Chairperson of the Non-Appropriated Fund Committee with a recommendation for approval by a majority of the committee. If the amount requested for reimbursement of out-of-pocket expenses exceeds \$10,000.00 (or exceeds \$10,000.00 when combined with any previous expense reimbursements from the non-appropriated fund), four district judges must approve the reimbursement. Upon approval, the Chairperson of the Non-Appropriated Fund shall forward the form to the Clerk for payment.