

**INSTRUCTIONS FOR COMPLETING
REQUEST FOR REIMBURSEMENT OF EXPERT SERVICES**

1. ELIGIBILITY

Attorneys appointed pursuant to 28 U.S.C. § 1915(e), Local Rule 12.03, Local Rule 6.02, and Administrative Order-Attorney Admission Fee Non-Appropriated Fund 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 expert services. See Administrative Order – Attorney Admission Fee Non-Appropriated Fund governing the disbursement of funds for Attorney Fees and Out-of-Pocket Expenses incurred in civil and bankruptcy proceedings.

2. PREAPPROVAL OF EXPERT SERVICES EXCEEDING \$1,000 IN DISTRICT COURT CASES

Preapproval of all expert services exceeding \$1,000 is required *before* the expense is incurred. A completed form must be submitted via CM/ECF for the judge's consideration.

3. COMPLETING THE FORM

Please complete each item, especially a justification and estimated cost for the expert. Failure to provide these fields will lead to a denial of the motion to be reimbursed for expert services. Counsel must provide sufficient information for the Court to decide if the justification is reasonable, including documentation if necessary. The request form shall be filed with the judge to whom the case is assigned.

4. REVIEW AND APPROVAL PROCEDURES

The assigned judge in District Court cases may approve estimated expert fees up to and equal to \$5,000.00. Where the amount requested exceeds this limit, the assigned judge shall forward the request to the Chairperson of the Non-Appropriated Fund Committee for approval in accordance with the Administrative Order - Attorney Admission Fee Non-Appropriated Fund, Section IV(C).