

**INSTRUCTIONS FOR COMPLETING
PRO BONO NEUTRAL'S REQUEST FOR
REIMBURSEMENT OF SERVICES**

1) ELIGIBILITY

Neutrals appointed pursuant to Local Rule 6.03 to serve *pro bono* before the United States District Court are eligible to request reimbursement of their services associated with such appointments. Neutrals may request reimbursement for the *pro rata* share of their fee that has been waived or reduced. For complete information on eligibility and restrictions of reimbursement, please refer to the Administrative Order - Attorney Fee Non-Appropriated Fund governing the disbursement of funds from the Non-Appropriated Fund for neutral fees incurred by a neutral appointed to serve *pro bono* pursuant to Local Rule 6.03(C)(2). See <https://www.moed.uscourts.gov/alternative-dispute-resolution-adr>

2) FILING DEADLINES

A request for reimbursement of services must be filed **within thirty (30) days of the neutral's filing of a notification in writing that the referral has been concluded**. Except for good cause shown, the Court will not allow reimbursement of services where the request is filed more than thirty (30) days after the filing of the notification.

3) COMPLETING THE FORM

Please complete each item. If your *pro bono* appointment is at a reduced fee, you must subtract from the total fee the amount for which a party is responsible to you. If you fail to designate a payee, the check shall be made payable to the neutral.

4) REVIEW AND APPROVAL PROCEDURES

The judge assigned to your case will review your request for services, and can approve compensation up to and equal to \$1,000.00. Upon approval, the judge will forward the request form to the Clerk of Court for payment. No compensation in excess of \$1,000.00 will be approved by the Court.