

**EXHIBIT A
TO
LOCAL RULE 83.6
REIMBURSEMENT OF OUT-OF-POCKET EXPENSES OF APPOINTED COUNSEL
POLICY GUIDELINES**

This Court has determined that monies derived from the annual fees paid by attorneys admitted to practice before this Court may be used to reimburse attorneys appointed pursuant to 28 U.S.C. Sec. 1915 for out-of-pocket expenses and to pay any court-appointed experts when necessary. With respect to these purposes, the following guidelines are established:

(1) The Clerk of Court for the Eastern District shall monitor the fund and make a written report of the use of the fund and the fund balance remaining to the judges and magistrate judges of the Eastern and Western Districts by the tenth day in each month.

(2) Before an attorney expends an amount above \$500.00, for which that attorney intends to seek reimbursement from the fund, written approval must be obtained from a district court judge or a magistrate judge.

(3) Before any single expenditure from the fund in excess of \$500.00 is authorized, or approval of a request by an attorney to expend in excess of \$500.00, the district court judge or magistrate judge shall inquire of the Clerk of Court for the Eastern District as to the impact of that expenditure on the fund.

(4) All requests by attorneys for disbursements or requests for approval of expenditures shall be by written application, containing the following information:

- (a) The date of the application;
- (b) The caption of the cause of action;
- (c) The name and address of the attorney requesting the disbursement or approval of expenditure;
- (d) A detailed itemization of all costs and expenses for which the disbursement or expenditure is requested; and
- (e) A brief explanation of how the requested disbursement or expenditure complies with the guidelines and policies established by the Court for disbursements from the fund.

(5) All disbursements, pursuant to requests by attorneys, from the fund shall be made only by order of a United States District Judge or a United States Magistrate Judge in the form attached as Exhibit B.

Revised and effective February 22, 1994