

UNITED STATES DISTRICT COURT

FOR THE EASTERN DISTRICT OF MICHIGAN
505 THEODORE LEVIN UNITED STATES COURTHOUSE
231 W. LAFAYETTE BOULEVARD
DETROIT, MICHIGAN 48226

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NOTICE OF CHANGES TO PRO BONO ATTORNEY EXPENSES REIMBURSEMENT

The United States District Court for the Eastern District of Michigan has made changes to the process for attorneys to receive reimbursement for expenses in pro bono civil cases.

- The authorized amount for reimbursement is \$2,000 unless substantial documentation is provided indicating that additional reimbursement is warranted.
- Any request exceeding the authorized amount of \$2,000 requires the completion and submission of a “Preauthorization of Pro Bono Civil Expenses” form (available on the Court’s website). This authorization requires the approval of both the assigned judge and Chief Judge. **Failure to secure preauthorization will result in the denial of a request for reimbursement that exceeds \$2,000.**
- The Court’s list of presumptive hourly rates for expert services (available on the Court’s website) apply to civil pro bono cases unless special qualifications or circumstances necessitate an hourly rate in excess of those listed. In such instances, an *ex parte* memorandum detailing the reasons to justify the higher rate must accompany the “Preauthorization of Pro Bono Civil Expenses” form. This does not guarantee approval of the request.

Please note, the “Preauthorization of Pro Bono Civil Expenses” form must be completed BEFORE any expenses are incurred.

Reminder: Requests for reimbursement must be filed within 60 days of entry of judgment. If the attorney has withdrawn or been dismissed prior to the entry of judgment, the request for reimbursement must be filed within 60 days of withdrawal or dismissal. Reimbursement, whether partial or in full, will not be approved outside of the above mentioned timeframes.

For further information, please refer to the Court’s website at www.mied.uscourts.gov.

June 14, 2017