U N I T E D S T A T E S D I S T R I C T C O U R T
DISTRICT OF NEW JERSEY

OFFICE OF THE CLERK

Martin Luther King Jr. Federal Bldg & U.S. Courthouse
50 Walnut Street, P.O. BOX 419
Newark , N.J. 07101

CAMDEN OFFICE
Mitchell H. Cohen U.S. Courthouse
One John F. Gerry Plaza
Fourth & Cooper Streets Room 1050
Camden, N.J. 08101

TRENTON OFFICE
Clarkson S. Fisher U.S. Courthouse
402 East State Street Room 2020
Trenton, N.J. 08608

Clerk

Dear Pro Bono Panel Member:

The enclosed information should assist you with completing your Reimbursement Voucher for Expenses. Procedures and forms for reimbursement can be found on the court's website at www.njd.uscourts.gov under the Pro Bono tab.

The court requires the following when submitting vouchers for reimbursement:

Travel Expenses - Travel by privately owned automobiles should be claimed at the mileage rates listed below, plus parking fees, tolls, etc. Mileage expenses should include the number of miles as well as the origin and destination of the travel as part of the supporting documentation.

Effective Date Rate
January 1, 2019 - $0.58
January 1, 2020 - $0.575
January 1, 2021 - $0.56
July 1, 2022 - $0.625
January 1, 2023 -$0.655

Electronic Legal Research & PACER - Reimbursable only if the law firm actually incurred the expense as opposed to the amount the firm would charge the client. A copy of the firm's check or receipt with an explanation of charges should be attached.

Reproduction costs - All in-house photocopying should indicate the number of pages and the reasonable fee charged. All external reproduction costs incurred by the firm (such as Kinkos) should include a copy of the invoice from the vendor.

Federal Express - Only to be utilized under extraordinary circumstances. Receipt required for payment.

Expert Fees (including stenographers, investigators, interpreters, doctors, etc) - Reimbursement voucher must include expert's invoice for services rendered and proof of payment.

Telephone/Conference Calls - Should include date, rate and reason for call.