

## GUIDELINES FOR REIMBURSEMENT OF COSTS

Attorneys appointed by the court to represent pro se appellants pro bono may (but are not required to) seek reimbursement for certain necessary and reasonable costs incurred in their representation. Attorneys must file a written request for such reimbursement, which must include supporting documentation. The request must be submitted to Julie Ronken, the Pro Bono Coordinator, at the address below.

Reimbursement is limited to reasonable and necessary costs incurred in the production of briefs and travel for oral argument. The court will not reimburse any portion of attorneys' fees, including computer assisted legal research beyond the amount specified below. Attorneys' fees are available to prevailing pro bono counsel under applicable statutes to the same extent as retained counsel. If any costs are recovered the Court must be reimbursed. If you will be traveling to attend oral argument, please contact the Clerk at (415) 556-9834 before you make any travel arrangements. You are required to use the government travel agent for airline ticketing.

### COSTS AVAILABLE FOR REIMBURSEMENT

- (1) Briefs and excerpts of record, motions and petition for rehearing: photocopying and/or necessary printing costs. 9th Cir. R. 39-1.2 and 39-1.3. Include invoices (where applicable) and/or price per page and number of pages.
- (2) Travel to court for oral argument: reasonable airfare (not first or business class); reasonable accommodations where necessary due to distance; reasonable ground transportation to and from airport; and parking. Attorneys should request prior authorization for travel by contacting the clerk's office at (415) 556-9834 and should take advantage of reduced airfares by making reservations early wherever possible and to obtain government rates when making arrangements. The total for all lodging and meal expenses should not exceed government per diem rates for the particular area in which the argument is held.
- (3) Other necessary costs: documented telephone toll calls to client; postage; and actual computer assisted legal research costs, or actual percentage of set fee based on time spent, not to exceed \$1000.

If you anticipate that you will incur additional costs not listed above for which you will seek reimbursement, you should contact Julie Ronken, before you incur them. All cost reimbursement requests must be approved according to these guidelines unless specific exceptions are made in advance.

Submit request to: Julie M. Ronken, Pro Bono Coordinator  
United States Court of Appeals  
for the Ninth Circuit  
P.O. Box 193939  
San Francisco, CA 94119-3939