

**INSTRUCTIONS FOR COMPLETING  
REQUEST FOR COMPENSATION OF SERVICES AND  
REIMBURSEMENT OF OUT-OF-POCKET EXPENSES  
FOR APPOINTED COUNSEL**

**1) ELIGIBILITY**

Attorneys appointed pursuant to 28 U.S.C. § 1915(e), Local Rule 12.03, Local Rule 6.02, and Administrative Order-Attorney Admission Fee Non-Appropriated Fund to represent indigent civil litigants in cases before the U.S. District Court for the Eastern District of Missouri; pro bono attorneys representing indigent parties in bankruptcy adversary proceedings; and attorneys replacing incapacitated attorneys at the request of the U.S. Trustee in bankruptcy cases may be eligible to request payment for their services and/or related expenses associated with those cases and adversary proceedings. See Administrative Order – Attorney Admission Fee Non-Appropriated Fund governing the disbursement of funds for Attorney Fees and Out-of-Pocket Expenses incurred in civil and bankruptcy proceedings.  
<https://www.moed.uscourts.gov/appointed-counsel-fees-and-expenses>

**2) HOURLY RATE AND REPORTING OF TIME**

Counsel requesting payment of attorney’s fees shall submit worksheets on the forms provided by the Court detailing and describing the in-court and out-of-court time that has been expended. Time entries should apprise the court of the nature of the services rendered and should be separately described and recorded on the worksheets.

**3) FILING DEADLINES**

A request for Compensation of Services and Reimbursement of Out-of-Pocket Expenses may be filed:

- a. District Court Civil Appointment - any time during the pendency of the civil action and **up to sixty (60) days following the entry of a judgment order** in a District Court case.
- b. Bankruptcy Court Appointment - any time during the pendency of the action and **until the main bankruptcy case is closed** for a bankruptcy case or adversary proceeding.
- c. Limited Scope Counsel Appointment – upon the conclusion of the mediation, or at any time **up to sixty (60) days following the termination of the limited scope representation.**
- d. Withdrawal of Appointed Counsel - If an attorney representing an indigent civil litigant or substituting for incapacitated counsel is granted leave to withdraw as appointed counsel, any request for compensation of services and expenses must be

filed **within sixty (60) days of the entry of the order allowing withdrawal.**

Except for good cause shown, the Court will not allow reimbursement of services and out-of-pocket expenses outside of the deadlines set forth in paragraphs a-d above.

**4) COMPLETING THE FORM**

Please complete each item, noting in particular whether the request is for interim or final compensation of attorney services and reimbursement for out-of-pocket expenses, the amount of previous payments from the fund (if any), and the date of a judgment order or order granting leave to withdraw, if any. If no designation is made as to whom a payment check shall be made payable, the check shall be made payable to the attorney. In addition to completing the request form, counsel requesting attorney's fees must attach worksheets detailing and describing the work performed, and the time expended for each task. Counsel must also attach sufficient documentation to permit the court to determine that the request for reimbursement of expenses is appropriate and reasonable and that the amounts were actually paid out. The request form shall be filed with the judge to whom the case is assigned. Any counsel seeking attorney's fees must also submit a completed W-9 form for the payee to the Finance Department of the District Court. Call 314-244-7872 for contact information or a copy of this form.

**5) REVIEW AND APPROVAL PROCEDURES**

The assigned judge in District Court cases may approve total payments for attorney compensation for services up to and equal to \$5,000.00 and out-of-pocket expenses up to and equal to \$10,000.00. Attorney's fees are not compensable from this fund in bankruptcy cases or adversary proceedings. The assigned judge in Bankruptcy Court may approve total payments for out-of-pocket expenses up to and equal to \$1,000 in bankruptcy cases and adversary proceedings. Where the amount requested for compensation of services and expenses falls within these limits and the assigned judge approves payment, the assigned judge shall forward the request to the Clerk of the District Court for payment. Where the amount requested, plus the amount of expenses or previous payments exceeds these limits, the assigned judge shall forward the request to the Chairperson of the Non-Appropriated Fund Committee for approval in accordance with the Administrative Order - Attorney Admission Fee Non-Appropriated Fund, Section IV(C).

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