

# Pro Bono / Judicare Litigation Fund

## Administered by:

Pro Bono Resource Center of Maryland, Inc.  
520 W. Fayette Street, Baltimore, MD 21201

## GUIDELINES GOVERNING REIMBURSEMENT OF EXPENSES

*-Funds are available to Judicare and pro bono attorneys  
handling cases through MLSC funded agencies ONLY-*

**Note: These guidelines are subject to change. Please contact PBRC with any questions.**

### 1. MAXIMUM ALLOWABLE LIMIT

There is a cap of \$1,500 per case whether single fee or aggregate. The request may be submitted but the maximum eligible reimbursement will not exceed the cap.

### 2. AVAILABILITY OF FUNDS

Reimbursement is subject to the availability of funds and is disbursed on a first come, first served basis.

### 3. OFFICE EXPENSES

The expenses involved must be non-routine cash expenditures outside the normal scope of office operations. There will be no reimbursement for such items as the value of secretarial time, local phone calls, and minor numbers of copies made on office copiers or postage for routine correspondence. The following is the list of routine reimbursable items:

Mileage: \$.50 per mile

Substantial photocopies: up to \$.10 per page

Faxes: \$1.00 per page

Registered mail **will be** covered.

#### Expenditures of \$200 or less:

Non-routine cash expenditures totaling \$200 or less are reimbursable by the PBRC Executive Director on the following basis:

- (a) The attorney must submit a statement itemizing the expenditures, with supporting receipts, invoices, or billings of amounts payable.
- (b) Documentation must be provided for any items covered by Guidelines 4 to 6 below.
- (c) Total expenses under \$10 will not be reimbursed.

#### Expenditures over \$200:

Non-routine cash expenditures over \$200, including fees for expert witnesses and deposition transcripts, require the same documentation as for smaller expenditures, but reimbursement will be made only upon the approval of the Litigation Fund Review Committee, pending availability of funds. Contact Andy Hagepanos at (410)837-9379 or (800) 396-1274 to determine fund availability.

4. **COURT COSTS**

A Circuit Court will waive initial filing fees and costs in the case of a client's indigency in accordance with Rule 1-325(a). If a waiver was granted at the beginning of a domestic relations case, a modified affidavit must be filed at the conclusion of the case to waive final fees and costs, including those of a master or examiner, in accordance with Rule 2-603(e).

At present, bankruptcy filing fees will not be reimbursed.

5. **SERVICE OF PROCESS**

All legal service programs are encouraged to seek pro bono or discounted services prior to requesting reimbursement. If not feasible, a company may be hired in your area for service of process. These costs may be reimbursed.

6. **DEPOSITIONS AND EXPERT WITNESSES**

Costs of expert witnesses are reimbursed *only* where the attorney supports the request with a statement that there were no less costly alternatives available that would have been acceptable under general standards of professional practice. Every effort should be made to negotiate a reduced fee from an expert witness.

*Also see Item 1: Maximum Allowable Limit.*

7. **APPEALS**

Appellate costs *will not* be reimbursed without prior approval of the expenses by the Fund Review Committee.

8. **REAL ESTATE FEES**

Reimbursement *will not* be made for real estate transfer or recordation fees.

9. **ATTORNEY TIME**

Due to the limited nature of the fund, reimbursement will not be made for specialized attorney time.

**How to Request Reimbursement from the Litigation Fund**

Fill out a Reimbursement Request Form and attach all receipts/documentation of your expenses (as allowed in items 1-8 above), copies are acceptable. You can find this form 1) at the end of this document, 2) at your local MLSC funded pro bono referral program by request, or 3) at the Pro Bono Resource Center by request. Submit your request to A. Hagepanos at the below address.

**Pro Bono Resource Center of Maryland**  
520 West Fayette Street  
Baltimore, MD 21201  
**ATTN: Pro Bono / Reduced Fee Litigation Fund**