

**UNITED STATES COURT OF APPEALS**  
*For the Eighth Circuit*

**Notice to Counsel Appointed in Civil Cases**

The Court wishes to express its appreciation to you for accepting the appointment in this civil case. In doing so, you are acting in accordance with the highest ideals of the bar as a profession. You are also rendering an important service to the Court and to the public interest, which requires that both sides of every case be well presented. Please accept the thanks of the Court.

Only out-of-pocket expenses incurred as a result of representation are reimbursable. Counsel should submit an itemized statement of those expenses after issuance of the mandate. The statement should be accompanied by an affidavit and receipts as noted below. In determining reasonableness of expenses incurred, counsel should use as general guidelines, the prevailing limitations placed on travel and subsistence expenses of federal judiciary employees. Attorneys appointed by the court are authorized to obtain government rates for hotels and airline travel in connection with their representation. Many hotels offer government rates for appointed counsel. Counsel are encouraged to avail themselves of reduced government rates whenever possible.

Reimbursement of expenses for counsel appointed by the Eighth Circuit shall be limited as follows:

1. Actual subsistence for lodging and meals. Counsel must submit the hotel's detailed itemized receipt, showing the cost of the room and the taxes charged. Detailed meal receipts are also required.

2. Travel expense reimbursement shall be limited to:

(a) Round-trip coach air fare. Counsel should submit the airline ticket or travel agency invoice with the itemized statement;

(b) Public transit or taxi from office to airport and from airport to hotel or courthouse (car rental is not reimbursable);

(c) Use of counsel's private car will be reimbursed at the rate applicable to federal judiciary employees at the time travel occurred. Refer to the table below to determine the per mile rate.

<b><u>Date Travel Occurred</u></b>	<b><u>Reimbursable Amount</u></b>
On or after January 1, 2020	57.5¢/mile
On or after January 1, 2021	56.0¢/mile
On or after January 1, 2022	58.5¢/mile
On or after July 1, 2022	62.5¢/mile
On or after January 3, 2023	65.5¢/mile
On or after January 1, 2024	67.5¢/mile

3. Photocopy expenses shall be reimbursed at actual cost but shall not exceed 15¢ per page. Claims for copies made outside your office must be reasonable and accompanied by a receipt. For in-house copies, please indicate the number of copies made and the cost per copy.

4. Postage expenses for overnight delivery and/or courier services require a detailed receipt.

5. Long-distance telephone expenses require itemization. Please indicate the date on which the call was made, the person called and the cost of the call. Total claims in excess of \$50.00 require the itemized invoice. (Copies of invoices will be accepted.) Please **circle** the date, telephone number, and amount of the call.

6. Claims for expenses related to computer assisted legal research must be thoroughly documented. Please include copies of invoices which indicate the billing computation method and the amount paid. Also please include a short statement which briefly discusses the issues researched and an estimate of the amount of time necessary to perform the same research manually.

### **Filing Instructions**

This request for reimbursement should not be filed in the case in CM/ECF. Either submit your claim through the U.S. Mail or you may contact this office for an email address. Please submit your request for reimbursement after the issuance of the mandate.

Itemize each expense entry on a statement of expenses and provide receipts whenever possible. Under *28 U.S.C. § 1924* and *Eighth Circuit Rule 39 A(c)*, **you must also attach to your claim an affidavit that affirms “each item claimed is correct and has been necessarily incurred in the case.”**

Compliance with these guidelines will reduce the amount of time necessary to process requests for reimbursement.

For additional information, please contact Janelle Gonzales at (314) 244-2400.