



**U.S. DISTRICT COURT
DISTRICT OF NEW JERSEY**

OFFICE OF THE CLERK

*Martin Luther King Building and U.S. Courthouse
50 Walnut Street, Room 4015
Newark, New Jersey 07101*

CAMDEN OFFICE
Mitchell H. Cohen Building and
U.S. Courthouse
One John F. Gerry Plaza
Fourth & Cooper Streets, Room 1050
Camden, New Jersey 08101

TRENTON OFFICE
Clarkson S. Fisher Building and
U.S. Courthouse
402 East State Street, Room 2020
Trenton, New Jersey 08608

REPLY TO: TRENTON

Dear Pro Bono Panel Member:

I provide you with the enclosed information to assist you in 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 all 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.

Mileage Rate (for privately-owned automobiles):

January 1, 2025	\$0.70
January 1, 2024	\$0.67
January 1, 2023	\$0.655
July 1, 2022	\$0.625
January 1, 2022	\$0.585

Electronic Legal Research & PACER – These expenses are reimbursable only if the law firm, in fact, incurred the expense (not the amount billed to the client). A copy of the firm's check or receipt with an explanation of charges need 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 (e.g., Staples Copy & Print Services) should include a copy of the vendor's invoice.

Federal Express – This service is to be utilized only under extraordinary circumstances. Receipt required for payment.

Expert Fees (including stenographers, investigators, interpreters, doctors, etc.) – The Reimbursement Voucher must include the expert’s invoice for services rendered and proof of payment.

Telephone/Conference Calls – These expenses require a specific showing: the date, rate, and reason for the call need be provided.

Very truly yours,

Melissa E. Rhoads
Clerk of Court