

Maryland Volunteer Lawyers Service

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GUIDELINES GOVERNING MVLS REIMBURSEMENT OF EXPENSES

The following guidelines govern MVLS reimbursement of expenses:

1. AVAILABILITY OF FUNDS

Reimbursement is subject to the availability of funds for this purpose.

2. OFFICE EXPENSES

The expenses involved must be non-routine cash expenditures outside the normal scope of office operations. MVLS does not reimburse for such items as the value of secretarial time, local phone calls, minor numbers of copies made on office copiers or postage for routine correspondence. Mileage (\$.44.5 per mile), substantial photocopies (\$.10 per page), faxes (\$1.00 per page), and registered mail will be covered.

Expenditures of \$200 or less: Non-routine cash expenditures totaling \$200 or less are reimbursable by the 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 require the same documentation as for smaller expenditures, but reimbursement will be made only upon the approval of the MVLS Reimbursement Review Committee.

3. COURT COSTS

In domestic relations cases, the Circuit Court will waive initial filing fees and costs in accordance with Rule 1-325 (a). If a waiver was granted at the beginning of the 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 (Rule 2-603). Failure to seek this waiver in domestic relations cases will preclude reimbursement by MVLS.

Clients are expected to pay the Bankruptcy filing fee. MVLS does not have funds for this purpose.

4. SERVICE OF PROCESS

In the Baltimore metropolitan area, a process service company has volunteered to provide free service of process. Please call one of the MVLS paralegals at, (410) 539-6800 to arrange for this service.

5. DEPOSITIONS AND EXPERT WITNESSES

All efforts should be made to request reduced rates for depositions and transcripts.

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

6. APPEALS & REAL ESTATE FEES

No costs are reimbursable in connection with an appeal from a lower to a higher court unless the appeal and the costs are approved by MVLS in advance.

MVLS does **not** reimburse for real estate transfer or recordation fees.