

**Office of the Clerk
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

LAWRENCE K. BAERMAN
CLERK

Linda M. Payne, Deputy Clerk
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* * * S A M P L E * * *

MEMORANDUM

TO: Perry Mason, Esq.
FROM: Linda M. Payne, Deputy Clerk
RE: Smith v. Goord, et al., 9:00-CV-555(NAM/DEP)
DATE: December 4, 2007

Pursuant to our telephone conversation, an Order has been signed by Magistrate Judge Peebles, a copy of which has been sent to you, appointing you as Pro Bono Trial Counsel for the plaintiff in the above matter. Enclosed is a blank Pro Bono Fund Voucher and Request for Reimbursement form with attached expense worksheet as to any expenses incurred by you. Please provide complete information as to expenses incurred. For example, as to mileage, I have provided the current authorized mileage rate of \$0.485 per mile. You should list the total miles traveled in the first column, multiply by the given rate and list the dollar amount claimed in the next column. Also, please specify as to toll calls who was called, as to copying the rate charged per page and number of pages copied, etc. You must attach receipts for any individual charges over \$50.00. After the trial has been held, this voucher should be forwarded to my attention to obtain the appropriate judge approvals. Please do **NOT** submit this voucher electronically.

Also, enclosed is a copy of the docket sheet for your review. The entire file is available for electronic viewing through PACER. Any costs that you incur in obtaining copies of documents from PACER can be recovered by you as stated above. Please remember to also serve the plaintiff pro se with copies of any papers filed by you since you have only been appointed as trial counsel, and any appeal, etc., must be filed by the plaintiff pro se.

Additionally, as set forth in such Order, a telephone conference has been scheduled for **(Time)** on **(Date)** with Magistrate Judge Peebles and opposing counsel. Chambers will initiate the call.

If plaintiff intends to call as a witness any person who is presently incarcerated, you are required to make a separate application for the issuance of a writ to produce such inmate to testify at trial. The New York State Department of Corrections website for inmate information searches is: <http://nysdocslookup.docs.state.ny.us/>.

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If, after meeting with the plaintiff (or any witness), you determine that an interpreter's services are required for you to effectively communicate with the plaintiff outside of Court, please be advised that you must employ the services of an interpreter who already has a contract with this District and understands that payment must be made according to the pay schedule as set by the Administrative Office of the U.S. Courts. You should contact the Clerk's Office for a list of interpreters with contracts on file for the required language. Attached is a form Interpreter Voucher which you may use to assist you in tracking the amount incurred for interpreter services and which should be attached to your voucher for reimbursement purposes. **Once a trial date has been set, you should contact the Courtroom Deputy for the presiding judge to coordinate the hiring of an interpreter by the Court for the trial.**

If you have any questions, please contact me at (315) 234-8549.

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Encs.

cc: (Defendants' Attorney's Name), Esq.