

INSTRUCTIONS FOR COMPLETING ANNUAL REIMBURSEMENT REQUEST FORM

Instructions

Gov. Bar R. V, Section 3(D)(2)(b) lists specific categories of expenses that are eligible for reimbursement. The expenses for which reimbursement is requested must relate to professional responsibility enforcement or be specifically dedicated to grievance and discipline matters.

The certification page and attached affidavit may be signed by an appropriate bar association official. That person may be the president, chair of the certified grievance committee, or other bar officer or official who has personal knowledge of the personnel costs that were specifically dedicated to grievance and discipline matters.

Please attach **copies of invoices or receipts** to document the nonpersonnel costs and expenses in the categories listed on the following form.

Items submitted on lines 6 and 7 must have resulted in an organizational benefit for the bar association or the certified grievance committee. Requests submitted on line 8 must include the case number and the court in which an ethics-related lawsuit is pending. Overhead expenses included on line 9 must indicate how your bar association arrived at a percentage of overhead expenses directly attributable to disciplinary-related activities and a sheet that documents the total overhead expenses claimed and how the calculation was made. The categories that qualify for overhead expense reimbursement are listed in Gov. Bar R.V, Section 3(D)(2)(b)(x).

Expenses not allowed include depreciation, amortization, and the costs of the time of other bar association personnel or volunteer attorneys.

Expenses for which reimbursement is sought on this form are not to be reimbursed from any other source.

NOTE: Several grievance committees have previously received reimbursement for their personnel costs for the first, second or third quarters of 2011. Consequently, those committees shall submit only personnel costs that have not been previously reimbursed. **A statement must be attached to the affidavit setting forth the quarters and amounts previously reimbursed.**

Reimbursement Criteria

Expenses eligible for annual reimbursement are those specifically listed in Gov. Bar R. V, Section 3(D)(2)(b)(i)-(x) and that relate to the certified grievance committee's professional responsibility enforcement activities in calendar year 2011. This reimbursement form should not be used to request reimbursement of any expenses incurred in connection with a specific disciplinary investigation or prosecution. See Gov. Bar R. V, Section 3(D)(2)(a). The

reimbursement of any direct expense reimbursements must be requested at the time the expense is incurred.

The Board through its Secretary, Chair or Budget Committee is authorized to order a private audit to be paid for by funds from the Attorney Services Fund to ensure compliance by certified grievance committees with the terms of Gov. Bar R. V, Section 3(D)(2)(b). Reimbursement is subject to the availability of moneys in the Attorney Services Fund.