

UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF FLORIDA

INSTRUCTIONS FOR COUNSEL APPOINTED IN *Pro Bono* CIVIL CASES

1. Court appoints an attorney.
2. Appointed counsel downloads the form, AUTHORITY TO REIMBURSE COURT APPOINTED COUNSEL (CIVIL), from the court's Web site www.flmd.uscourts.gov.
3. The attorney completes items 1-9 of the form and submits to the clerk's office.
4. The clerk's office forwards the form to the presiding judge for approval.
5. The presiding judge signs the form in block 10.
6. Upon approval, the courtroom deputy for the presiding judge mails the original form to the attorney for retention, until the termination of the case, and forwards a copy of the form to the Bench Bar Fund Administrator to maintain.
7. When the case is terminated, counsel seeking reimbursement for expenses will complete items 11-12 and return the original form to the clerk's office for final approval. (Note: counsel may incur up to \$500 in expenses without prior approval, subject to later request to the Court for reimbursement.)
8. Upon receipt of the completed form, the clerk's office will forward the form to the presiding judge for approval.
9. If the amount approved by the presiding judge is over \$5,000, the form will be forwarded to the Chair of the Bench Bar Fund Committee for Committee final approval.
10. The courtroom deputy for the presiding judge will forward the approved form to the Bar Fund Administrator to process for payment.
11. The courtroom deputy for the presiding judge will make a "remark" on the docket indicating that the form has been forwarded to the Bar Fund Administrator to process for payment.