



Petition for Reimbursement of Civil Pro Bono Expenses

The Plan for Pro Bono Representation by Appointment in Civil Cases for the United States District Court for the Middle District of Florida allows counsel appointed under the plan to request reimbursement of certain expenses. Please use this form petition for requesting reimbursement. As stated in the plan, counsel must attach documentation supporting the petition. Please note you will not be reimbursed for any single expense more than \$1500 if you did not obtain pre-approval of the expense. If you are seeking reimbursement for any single expense more than \$1500, please attach the pre-approval order. Email completed forms to pro_bono_representation@flmd.uscourts.gov.

Case Number

Date of Petition

Date Appointed

Case Name

Represented Party Name

Requesting Attorney Name

Total Amount Requested

Requesting Attorney Phone Number

Supporting Documentation Attached

List of Each Expense and Amount of Each Expense

Attorney Statement

By checking below, I, as the requesting attorney, affirm the expenses requested were necessary for adequate representation under the Court's Plan for Pro Bono Representation Appointment in Civil Cases. I request reimbursement of the total amount requested.

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Case Number	Total amount approved (\leq \$5000) or recommended to be approved ($>$\$5000) by presiding judge
Total amount approved ($>$ \$5000 but \leq \$10,000) or recommended to be approved ($>$ \$10,000) by Bench Bar Fund Committee	Total amount approved by Board of Judges ($>$ \$10,000

If the amount approved or recommended to be approved is $<$ the amount requested, please include the reason why.

Approvals

Presiding judge approves total expenses \leq \$5000 or recommends approval of total expenses $>$ \$5000*

Bench Bar Fund Committee approves total expenses $>$ \$5000 but $<$ \$10,000

Board of Judges approves total expenses $>$ \$10,000

Signature of Presiding Judge (necessary for all petition approvals and recommendations)

Date

Signature of Bench Bar Fund Committee Chair (necessary for petitions seeking $>$ \$5000)

Date

Signature of Chief Judge for Board of Judges (necessary for petitions seeking $>$ \$10,000)

Date