



Request for Pre-Approval of Civil Pro Bono Expense Over \$1500

The Plan for Pro Bono Representation by Appointment in Civil Cases for the United States District Court for the Middle District of Florida provides, "Appointed counsel must obtain pre-approval for any single expense over \$1500 for which he or she expects reimbursement." Please use this form for requesting pre-approval. Email completed forms to pro_bono_representation@flmd.uscourts.gov.

Case Number

Request Date

Date Appointed

Case Name

Represented Party Name

Requesting Attorney Name

Amount of Expense

Requesting Attorney Phone Number

Reason for Expense

Attorney Statement

By checking below, I, as the requesting attorney, affirm the expense requested is necessary for adequate representation under the Court's Plan for Pro Bono Representation Appointment in Civil Cases. I request authorization to incur the expense.

Order

Financial eligibility of the represented party has been established. The Court grants the request for pre-approval of the above expense, not to exceed the amount listed under, "Amount of Expense."

Signature of Judicial Officer

Date