



## 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.*

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**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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**Petition for Reimbursement of Civil Pro Bono Expenses Continued (Page 2 of 2)**

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

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

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**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**