



## 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.*

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**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.

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### 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**