



## **Civil Pro Bono Panel Reimbursement Fund Reimbursement Request**

### **General Information**

The Faculty of Federal Advocates (the “FFA”) manages the Civil Pro Bono Panel Reimbursement Fund, which fund provides limited reimbursement of out-of-pocket expenses in cases handled by panel attorneys for the Civil Pro Bono Panel of the U.S. District Court for the District of Colorado.

Reimbursement in any single case will be limited to \$3,000 in cases not involving experts and \$7,500 in cases involving experts. Panel attorneys may petition the FFA Pro Bono Committee for reimbursement of higher amounts upon a showing of exceptional circumstances. Panel attorneys must obtain preapproval of expert witness fees. Failure to do so may result in the denial of reimbursement. Such approval should be sought as early in the case as practical. Additionally, if a panel attorney believes a given case may exceed the reimbursement limits set forth above and wishes to petition for additional funds, such request should be made before the funds are expended.

The FFA will reimburse costs only to the extent that funds are available and reserves all rights to approve or deny any request.

Attorneys should allow at least ninety days for receipt of their reimbursements.

Substantiating documentation, *i.e.*, court reporter invoices and in-house and/or vendor copying charges, **must** be submitted in support of costs. Invoices and documentation for those invoices **must be submitted electronically** to [dana@facultyfederaladvocates.org](mailto:dana@facultyfederaladvocates.org).

Panel attorneys must complete the section of this form reporting their total hours and costs involved with the case in the Civil Pro Bono Program.



## Civil Pro Bono Panel Reimbursement Fund

### Expert Fee and Exceptional Costs Pre-Approval Form

In order to receive pre-approval for reimbursement for up to \$7,500 in expert witness fees or to request reimbursement of exceptional costs above the prescribed limits, this form must be submitted electronically to [dana@facultyfederaladvocates.org](mailto:dana@facultyfederaladvocates.org).

Date:	Panel Member:
Case No.	Payee for Reimbursement and Address:
Case Caption: _____ v. _____	

### Civil Pro Bono Panel Case Report

Total Attorney Hours on Case	\$ _____
Total Costs (including non-reimbursable expenses):	\$ _____
Total Reimbursement Previously Requested from the FFA:	\$ _____

Please complete the appropriate section of this form (Expert Fee Pre-Approval Request and/or Exceptional Cost Reimbursement Request) and submit the form including any substantiating documentation and invoices to Dana Collier Smith at [dana@facultyfederaladvocates.org](mailto:dana@facultyfederaladvocates.org).

### Expert Fee Pre-Approval Request

Please describe the reason an expert witness is necessary in your case. Also, please verify that you will make every effort to keep expert witness costs at a minimum and that you will request that your witness discount their services based on your pro bono representation.

## Request for Exceptional Cost and Fee Reimbursement (Above Prescribed Limits)

Please describe the reason you are requesting additional reimbursement. Also, please list your efforts to keep costs and fees to a minimum in your case, including requesting discounts from providers. Please provide all substantiating invoices and documentation.

### Exceptional Cost Request

Photocopies: _____ copies @ \$.16	
Long distance calls	
Investigation	
Experts (itemized and preapproved)	
Depositions	
Transcripts	
Out of state travel	
TOTAL	

## DECLARATION

I declare that the foregoing costs are correct and were necessarily incurred in this action and that the services for which reimbursement is sought were actually and necessarily performed. A copy hereof was this day mailed with postage fully prepaid thereon to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Attorney

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_