



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 for non-expert costs. An additional reimbursement of up to \$7,500 for expert fees may be requested in advance in cases where expert witnesses are reasonably required.

Panel attorneys may petition the FFA Pro Bono Committee for reimbursement of higher amounts upon a showing of exceptional circumstances. Panel attorneys are expected to advise the FFA, in advance of retaining expert(s), that such expert(s) will be retained and reimbursement will be requested. Failure to do so may result in the denial of reimbursement. 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 (90) 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.

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.

If you receive a favorable settlement or judgment in your Pro Bono case, it is expected that you reimburse the FFA’s Pro Bono Panel Reimbursement Fund for all costs paid by the Fund. In addition, should you obtain an award of attorney’s fees, it is highly recommended that all or some of those fees be donated to the Fund so that the FFA may continue to fund Pro Bono cases.

Updated July 24, 2019

Costs that *are* reimbursable:

1. Photocopies: The FFA will reimburse copy costs at \$.16 per page.
2. Long Distance Calls: The FFA will reimburse for long distance calls.
3. Investigation: The FFA will reimburse investigation costs at \$100/hr.
4. Depositions: The FFA will cover the costs of depositions, if panel attorneys first attempt to schedule depositions through the Colorado Court Reporters Association (“CCRA”) Pro Bono Program. The CCRA Pro Bono guidelines are attached.

Contact Carmen Murphy at 303-522-1604 or Carmen.Murphy@outlook.com to schedule a deposition through the CCRA Pro Bono Program.
5. Transcripts: The FFA will cover the cost of necessary transcripts.
6. Travel: The FFA will cover out-of-state travel costs only upon pre-approval and encourages all participants to conduct depositions and attend hearings by telephone whenever possible.

Costs that *are not* reimbursable:

1. Faxes: The cost of sending local faxes is not reimbursable. The cost of long distance faxes is recoverable to the extent the charges are for actual long distance phone time.
2. Staff Costs: Secretarial, paralegal, and overtime costs for staff are not reimbursable.
3. Legal Research: The FFA will not reimburse for computerized legal research.
4. Other Expenses: Overhead expenses, after-hours expenses, building expenses, in- town travel, in-town meals, attorney billing expenses, and office supplies are not recoverable.

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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):	\$ _____
Please briefly describe the disposition of this case, <i>e.g.</i> , settled, tried to verdict, dismissed, etc.:	

Reimbursement Request

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

DECLARATION AND AFFIRMATION

I declare that the foregoing costs are correct and were necessarily incurred and have been or will be paid in this action, that the services for which reimbursement is sought were actually and necessarily performed, and that the invoices provided are true and accurate.

I affirm that I have notified all service providers that I am providing pro bono representation in this action through appointment of the United States District Court for the District of Colorado's Civil Pro Bono Panel. I have requested discounted services and fees from such service providers. Should this action result in a favorable settlement, I agree to provide notice to the FFA of such a settlement and promptly refund the reimbursed fees and costs to the FFA's Civil Pro Bono Reimbursement Fund to enable the Fund to continue to provide support for pro bono representation.

A copy hereof was this day mailed with postage fully prepaid thereon or submitted by electronic mail to:

OPTIONAL INFORMATION REQUEST

To assist the Faculty of Federal Advocates in gathering information relevant to the reimbursement request process, please consider answering the questions below. Information may be provided directly on this form (using additional pages), emailed separately to dana@facultyfederaladvocates.org, or provided anonymously by mail to Faculty of Federal Advocates, Civil Pro Bono Panel Committee, 3700 Quebec Street #100-389, Denver, CO 80207-1639.

1. Have the requirements or process for submitting reimbursement requests or obtaining reimbursement impacted your representation as a Pro Bono Panel attorney? If so, please provide information you consider relevant to the FFA's consideration.

2. Would you change the requirements or process for reimbursement requests? If so, please provide information you consider relevant to the FFA's consideration.

3. Is there any aspect of the Civil Pro Bono Panel program that you would suggest be changed? Please include any relevant information about the appointment process, any preparation for the case by the program that you feel is lacking, situations that occurred as the case progressed, the conclusion and the end of your involvement in the case, and anything else about your pro bono service that could be addressed by the court and/or the FFA that could improve the overall experience.