



Civil Pro Bono Panel Reimbursement Fund Cost and Expert Fee Reimbursement Request Form

The Faculty of Federal Advocates (“FFA”) manages the Civil Pro Bono Panel Reimbursement Fund, which reimburses certain 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 for non-expert costs in any one case is generally limited to \$5,000. Charges for expert witness time will be reimbursed up to \$7,500. Expert witnesses should be pre-approved using the form provided below.

Attorneys may ask the Pro Bono Committee and Board for reasonable reimbursement in excess of these limits. Attorneys anticipating the need to exceed the limits should submit the form below before incurring the expenses.

Counsel should expect payment within 90 days.

Supporting documents, *i.e.*, court reporter invoices and in-house and/or vendor copying charges, must be submitted in support of costs. These should be submitted electronically to dana@facultyfederaladvocates.org.

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

If you receive and recover costs under Rule 54(d), you agree to reimburse the FFA’s Civil Pro Bono Reimbursement Fund for any costs the Fund actually paid. Should you obtain an award of expert witness or attorney’s fees, you are asked to consider a donation to the Pro Bono Reimbursement Fund.

Updated 9/16/21

Reimbursable Costs and Expenses:

1. Experts: Reasonable hourly rate up to \$7,500 if necessary, requires pre-approval.
2. Investigators: \$100/hr.
3. Depositions: The reasonable costs of depositions.
Attorneys are encouraged to schedule depositions through the Colorado Court Reporters Association Pro Bono Program. Contact Carmen Murphy at 303-522-1604 or Carmen.Murphy@outlook.com
4. Transcripts: Actual costs for original and copy.
5. Travel: Out-of-state only if pre-approved. Zoom and telephone depositions are encouraged.
6. Photocopies: \$.20 per page.
7. Long Distance Calls: Actual charges.

Secretarial time, overhead, legal research, faxes, local travel, meals, and office supplies, and similar expenses are not reimbursable.

Civil Pro Bono Panel Fund Request for Reimbursement

Supporting documents, *e.g.*, court reporter invoices and in-house and/or vendor copying charges, should be submitted to dana@facultyfederaladvocates.org.

Date:	Panel Member:
Case No.	Payee for Reimbursement and Address:
Case Caption: v.	
Experts	
Investigators	
Depositions	
Transcripts	
Long-distance travel	
Long distance calls	
Photocopies	
TOTAL	

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 Limits

Briefly explain the circumstances that required exceeding the presumptive reimbursement limits. Include any efforts to keep costs and fees to a minimum and if discounts were requested from vendors.

Civil Pro Bono Panel Case Report

Total Attorney Hours on Case _____

Total Costs (including non-reimbursable expenses): \$_____

Briefly describe the current status of the case or, if the case is closed, the disposition of it, *e.g.*, settled, tried to verdict, dismissed.:

DECLARATION

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.

A copy hereof was sent by electronic mail to dana@facultyfederaladvocates.org.

Signature of Attorney

Print Name: _____

Phone Number: _____

Date: _____