



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. An additional reimbursement of up to \$3,000 for expert fees may be requested in advance in cases where expert witnesses are required. 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.

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.

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 \$75/hour.
4. Experts: Expert fees and costs must be approved prior to paying the experts. The FFA will reimburse costs and fees for experts that are retained at a reasonable rate, with the understanding that any cumulative costs that exceed \$3,000 for a case must be preapproved.
5. 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 (cell) or Carmen.Murphy@outlook.com to schedule a deposition through the CCRA *Pro Bono* Program.
6. Transcripts: The FFA will cover the cost of necessary transcripts.
7. Travel: The FFA will only cover out-of-state travels costs upon preapproval 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, air conditioning, attorney billing expenses, and office supplies are not recoverable.

Civil Pro Bono Panel Reimbursement Fund

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.

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):	\$ _____

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:

Signature of Attorney

Print Name: _____

Phone Number: _____

Date: _____

Colorado Bar Number: _____