Petition for Reimbursement of Pro Bono Expenses

The Expense Reimbursement Plan for Pro Bono Representation by Appointment in Bankruptcy Cases for the United States Bankruptcy Court for the Middle District of Florida allows counsel appointed under the plan to request reimbursement of certain expenses. Please use this form petition for requesting reimbursement. As stated in the plan, counsel must attach documentation supporting the petition. Please note you will not be reimbursed for any single expense more than $500 if you did not obtain pre-approval of the expense. If you are seeking reimbursement for any single expense more than $500, please attach the pre-approval order.

Case Number

Date of Petition

Date Appointed

Case Name

Represented Party Name

Requesting Attorney Name

Total Amount Requested

Requesting Attorney Phone Number

Supporting Documentation Attached

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List of Each Expense and Amount of Each Expense

Attorney Statement

By checking below, I, as the requesting attorney, affirm the expenses requested were necessary for adequate representation under the Court's Expense Reimbursement Plan for Pro Bono Representation by Appointment in Bankruptcy Cases. I request reimbursement of the total amount requested.

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Case Number

Total amount approved (≤ $1000) or recommended to be approved (>$1000) by presiding judge

Total amount approved (> $1000 but ≤ $10,000) or recommended to be approved (> $10,000) by Bench Bar Fund Committee

Total amount approved by Board of Judges (>$10,000)

If the amount approved or recommended to be approved is < the amount requested, please include the reason why.

Approvals

☐ Presiding judge approves total expenses ≤ $1000 or recommends approval of total expenses > $1000*

☐ Bench Bar Fund Committee approves total expenses > $1000 but < $10,000

☐ Board of Judges approves total expenses > $10,000

Signature of Presiding Judge (necessary for all petition approvals and recommendations)   **Date**

Signature of Bench Bar Fund Committee Chair (necessary for petitions seeking > $1000)   **Date**

Signature of Chief Judge for Board of Judges (necessary for petitions seeking >$10,000)   **Date**