

IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF CALIFORNIA

Plaintiff(s)  
vs.

Case Number

REQUEST FOR AUTHORITY TO INCUR  
PRO BONO COSTS

Defendant(s)

REQUEST OF PRE-APPROVAL PRO BONO EXPENDITURES

Part I

Complete this form and return it to the court with two copies for approval prior to incurring the cost for which reimbursement is requested.

I, \_\_\_\_\_ attorney for plaintiff(s), declare as follows:

I was appointed to represent plaintiff(s) in the action on \_\_\_\_\_, by the  
Honorable \_\_\_\_\_, United States District/Magistrate Judge.

I believe that the following course of action is reasonably necessary to the prosecution of this action:

**Counsel seeking reimbursement must support all claimed expenses by submitting invoices, receipts, or similar documentation. Without such documents, counsel will not be reimbursed.**

I have made reasonable inquiry and believe that the cost of this course of action will not exceed the amount of \$ \_\_\_\_\_. I, therefore, request that this court authorize the expenditure in an amount not to exceed that stated above for the completion of this contemplated course of action.

I declare under penalty of perjury that the foregoing is true and correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
Attorney for the Plaintiff(s)

Case Number

**TO BE COMPLETED BY THE COURT**

The following payments of costs have been previously requested and approved in this matter:

Amount Approved	Purpose	Amount Paid

The above expenditure is \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Or,

\_\_\_\_\_ Good cause appearing therefore, the matter is set for discovery conference, pursuant to rule \_\_\_\_\_, on \_\_\_\_\_, at \_\_\_\_\_, in Courtroom number \_\_\_\_\_.

Dated: \_\_\_\_\_

\_\_\_\_\_  
United States District/Magistrate Judge