

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

Plaintiff(s)

vs.

Defendant(s)

Case Number

REQUEST FOR AUTHORITY TO INCUR  
PRO BONO COSTS

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), and if applicable, of the law  
firm \_\_\_\_\_ 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:

Reimbursement will only be issued to the attorney or firm listed above and recipient will be based on supporting documentation. 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 \$ \_\_\_\_\_.

Case Number

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)

**TO BE COMPLETED BY THE PRO BONO COORDINATOR**

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

Amount Approved	Purpose	Amount Reimbursed

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