

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY**

_____ **DIVISION**

CIVIL ACTION NO. _____

PLAINTIFF(S)

v.

DEFENDANT(S)

MOTION FOR REIMBURSEMENT OF EXPENSES
PURSUANT TO PRO BONO COUNSEL PROTOCOL

Pursuant to the Pro Bono Counsel Protocol pertaining to the reimbursement of expenses incurred by pro bono counsel, the undersigned counsel hereby requests payment as follows:

Check box if previous payments have been made in this case. \$ _____

Judgment entered? Yes No If yes, date of judgment: _____

If applicable, date of order granting leave to withdraw: _____

Attorney's Name _____

Firm Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____

Make check payable to: Attorney Firm

ITEMIZED EXPENSES

Please refer to the Court’s Pro Bono Counsel Protocol pertaining to the reimbursement of expenses for guidance on approvable itemized expenses in Pro Bono Cases.

Mileage and Parking	\$ _____
Photocopies and Telephone Calls	\$ _____
Depositions and Transcripts	\$ _____
Investigative or Expert Services	\$ _____
Service of Process Fees	\$ _____
Interpreter Services	\$ _____
Expert Fees	\$ _____
Other Expenses (Please attach description)	\$ _____
TOTAL AMOUNT CLAIMED	\$ _____

I swear to (or affirm) the truth and correctness of the above statements and that each of the listed expenses are/were, in my best judgment, necessary for the adequate preparation and presentation of the above-named case. Further, I swear (or affirm) that this request is made in absence of other sources of prepayment or reimbursement and that if any of these expenses are otherwise recovered, I shall return an equivalent amount to the Bench and Bar Fund.

s/ _____
Attorney’s signature

Date

THIS MOTION MUST BE ELECTRONICALLY FILED IN THE ABOVE-CAPTIONED MATTER.

NOTE: Submission of an IRS Form W-9, which includes the name of the individual or firm requesting reimbursement and the corresponding tax ID number, is required before payment can and/or will be rendered. The IRS Form W-9 may be emailed directly to the finance department at KYWDml_Finance@kywd.uscourts.gov. Please include the appropriate case number and “W-9” in the email subject line.

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY

_____ DIVISION

CIVIL ACTION NO. _____

_____ **PLAINTIFF(S)**

v.

_____ **DEFENDANT(S)**

ORDER

This matter is before the Court on the motion for reimbursement of expenses pursuant to the Court's Pro Bono Counsel Protocol filed by Attorney _____. Upon review of the motion and the itemized expenses listed therein, and the Court being otherwise sufficiently advised,

IT IS ORDERED that the motion for reimbursement of expenses is **GRANTED**.

The Clerk of Court is **DIRECTED** to expend \$_____ from the Bench and Bar Fund payable to _____ for expenses referenced in the motion.

Date: