

PRO BONO / REDUCED FEE LITIGATION FUND
REIMBURSEMENT REQUEST FORM

*Sponsoring agency must be funded by Maryland Legal Service Corporation.
Reimbursement is subject to available funds at the time of request.*

Sponsoring Agency: _____

Attorney: _____

Firm: _____

Address: _____

City, State, Zip: _____

OFFICE EXPENSES

Mileage: _____ miles @ \$.50/ mile = \$ _____

Copies: _____ pages @ \$.10/ page = \$ _____

Faxes: _____ pages @ \$1.00/ page = \$ _____

Postage: \$ _____

PROCESS SERVICE

Fee: _____ Company: _____

Fee: _____ Company: _____

Fee: _____ Company: _____

DEPOSITION *(prior approval is required):*

Fee: _____ Company: _____

EXPERT WITNESS *(prior approval is required):*

Fee: _____ Witness: _____

Total reimbursement: \$ _____

The following expenses are not covered by this program:

- ❖ Appellate costs, generally. Call the PBRC office first to discuss the case.
- ❖ Court Costs (should be waived for a case taken through an MLSC funded organization. See Litigation Fund Guidelines)
- ❖ Real estate transfer or recordation fees.
- ❖ Single fees, depositions, witness expenses, etc. in excess of \$1,500.
- ❖ Any *aggregate* request in excess of \$1,500 must be cleared with PBRC in advance and will be allowed only in extraordinary circumstances.
- ❖ Bankruptcy filing fees.

Mail this completed form with receipts attached to:
LITIGATION FUND / PRO BONO RESOURCE CENTER OF MARYLAND
520 W. FAYETTE STREET, BALTIMORE, MD 21201