**UNITED STATES DISTRICT COURT**

**WESTERN DISTRICT OF LOUISIANA**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DIVISION**

|  |  |  |
| --- | --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**  **Plaintiff** |  | **CIVIL ACTION NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **VERSUS** |  | **JUDGE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Defendants** |  | **MAGISTRATE JUDGE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**MOTION FOR REIMBURSEMENT OF CIVIL PRO BONO PANEL COSTS, EXPENSES, AND/OR ATTORNEY’S FEES**

Pursuant to this Court’s Resolution Forming a Civil Pro Bono Panel, undersigned counsel hereby moves the Court for an award of costs, expenses, and/or attorney’s fees, as set forth below.

**I. Background**

|  |  |
| --- | --- |
| Date of appointment: |  |
| Date of dispositive resolution: |  |
| Brief description of resolution (i.e. entry of judgment, order, or withdrawal): |  |
| Brief description of services provided (settlement negotiations, discovery, motion practice, trial): |  |

**II. Costs and Expenses**

|  |  |
| --- | --- |
| Service of process or other papers | $ |
| Transcripts | $ |
| Witnesses | $ |
| Experts | $ |
| Travel expenses | $ |
| Photocopies | $ |
| Postage | $ |
| Interpreter | $ |
| Other costs and expenses (specify) | $ |

**III. Attorney’s Fees**

|  |  |
| --- | --- |
| Hours expended: |  |
| Normal hourly rate: |  |
| Description of services (if different or more specific than provided above): |  |
| Other considerations justifying award of attorney’s fees (if any): |  |

**IV. Certifications**

Undersigned counsel certifies that adequate supporting documentation has been submitted to support each category of reimbursement requested below, and that the requested reimbursements are subject to, and shall not exceed, the maximum per case allowance set forth in the Court’s Resolution.

**V. Declaration**

I hereby declare, under penalty of perjury, that any foregoing costs and expenses were necessarily incurred in this action, and that any foregoing attorney’s fees were incurred for services actually and necessarily performed. I further declare that I undertook this case as requested by the Court pursuant to 28 U.S.C. § 1915(e), and that I have not made a previous application for reimbursement in this case.

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**Counsel for Plaintiff**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**