

**BENCH AND BAR FUND**  
**REQUEST FOR RECOMMENDATION AND APPROVAL FOR EXPENDITURE**  
**(Reimbursement of out-of-pocket expenses as set forth in section**  
**G.2.b of the Amended Administrative Order establishing the Bench and Bar Fund)**

Description:

Amount:

\$50 limit per case

Case Number:

Requester:

I hereby certify that this request seeks reimbursement for actual out-of-pocket expenses incurred by me as a court-appointed attorney representing an indigent in the above referenced criminal case for one or more of the following approved categories of expense (check all boxes that apply):

- (i) recover, pack and ship client property to family or other person(s) designated by the client;
- (ii) pay client transportation expenses not otherwise subject to payment or reimbursement by the U.S. Marshal pursuant to 18 U.S.C. § 4285; and
- (iii) purchase clothing or other necessities incidental to appropriate representation in court.

Copies of receipts, bus tickets and similar documentation must be attached for reimbursement.

Signed,

\_\_\_\_\_ Date: \_\_\_\_\_  
Court-Appointed Attorney \*upon signing, please route to trial court judge for approval.

Approval of trial court judge,

\_\_\_\_\_ Date: \_\_\_\_\_  
Judicial Officer \*upon signing, please route to Clerk of Court for processing.

The Bench and Bar fund committee has delegated recommendation authority for G.2.b requests to the Clerk of Court where supporting justification and documentation are provided.

\_\_\_\_\_ Date: \_\_\_\_\_  
Clerk of Court  
Request Tracking No.:  (To be completed by the Clerk of Court)