

LEGAL AID SOCIETY OF THE ORANGE COUNTY BAR ASSOCIATION, INC.

COST REIMBURSEMENT POLICY

The Legal Aid Society is a non-profit organization with a limited budget from which to pay costs and expenses. If an attorney is donating their time for an eligible client, then the insolvency papers should be used to have costs in state court waived pursuant to Fla. Stat. 57.081, where possible generally in county and circuit civil cases not juvenile. These include filing fee, sheriff's fee for initial service and for witness service, bureau fee, one certified copy of an order and other costs.

In Orange County, for depositions only not hearings, pro bono attorneys can use the services of the Electronic Court Reporter, see the yellow information sheet with the referral package. It requires some lead time and advance planning, but is free.

In general routine costs such as staff time, general overhead--secretary, paper, local calls, use of office equipment, etc., are not reimbursed. Some services that are routinely billed to private clients are not reimbursed such as messenger service, courthouse run, private process server, and Fax use charge.

Upon request at the conclusion of the case, we will reimburse:

1. Long distance calls.
2. Postage.
3. Mileage for the pro bono attorney for travel outside of Orange County.
4. Photocopies, the actual cost not to exceed \$.15 per page.
5. FAX, the long distance telephone charge on outgoing calls and actual paper cost on incoming calls not to exceed \$.15 per page.
6. Out of state service of process charge.
7. Non-expert witness fees, the per diem and mileage.

With prior approval, we will reimburse:

1. Court reporter per diem.
2. Transcription costs.
3. Emergency hearing - private process service.
4. Other costs, on a case by case basis.

For prior approval contact Susan Khoury for Guardian ad Litem cases 407-841-8310-3137, or Cathy Tucker, at Legal Aid, 407-841-8310 Ext 3151. You may also fax a request for prior approval, including the name of the client and the nature of the costs, to Susan Khoury or Cathy Tucker at 407-648-9240.

Cost requests for over \$100 must be approved by the Executive Director.