wyoming
STATE BAR

Request for Pro Bono Reimbursement

Based on the guidelines on the following page, the Wyoming State Bar may reimburse Bar members for out-of-pocket costs (up to $1,000 per case) associated with pro bono legal services meeting the following criteria:

- the legal services are provided in Wyoming;
- without fee or expectation of fee;
- to indigent persons who are unable to pay the costs for which reimbursement is requested.

Attorney Name _____ Attorney # _____

Amount Requested $_____ ($1,000 maximum per case)
(Receipts must be attached showing all costs)

Case Information:

Name of Case:_____

Court Where Case was Filed: _____

Brief Summary of Case:_____

_____

_____

_____

_____

_____

Case Disposition/Resolution: _____

_____

I certify that the services described above were provided in Wyoming without fee or expectation of fee to indigent persons who are unable to pay the costs for which reimbursement is requested.

Attorney's Signature _____ Date _____

For Office Use Only:

☐ Approved

☐ Denied _____   Date: _____

_____   Amount Reimbursed: $_____

P.O. Box 109, Cheyenne, WY 82003 • (307) 632-9061 • Fax: (307) 632-3737

Pro Bono Reimbursement Guidelines

The Wyoming State Bar appreciates pro bono services provided by its members. Though there is no statutory or rule provision for reimbursement of such expenses, it is the policy of the Bar to provide limited reimbursement for reasonable out-of-pocket expenses. These reimbursements may not cover all actual expenses as the limit per case is $1,000. At the conclusion of the representation, you may file a request for reimbursement, which must be accompanied by receipts for each expense claimed.

In the highest tradition of Wyoming lawyers, the Bar expects that lawyers who accept a pro bono case will handle the case on a strictly pro bono basis. Thus, under no circumstance may a lawyer collect a fee directly from the client. Similarly, neither attorney fees nor compensation for the pro bono lawyer's staff will be reimbursed by the Bar.

Decisions regarding requests for reimbursement will be made by the Bar's Executive Director in her sole discretion in a manner consistent with this policy. Out-of-pocket costs eligible for reimbursement by the Bar include:

- Filing fees
- Fees for service of process
- Actual expenses for copying and postage
- Fees paid to subpoenaed witnesses
- Deposition transcripts
- Expert witness fees
- Mileage for out-of-town travel solely related to the pro bono case
- Reasonable expense of meals and lodging for out-of-town travel solely related to the case