



Honorable Nushin G. Sayfie, *Chief Judge*
Charise A. Morgan, *President, Miami Dade Bar*

Karen J. Ladis, Esquire, *Executive Director*
Mark R. Brown, Esquire, *Pro Bono Manager*

COST MEMORANDUM

All Put Something Back ("PSB") clients are low-income. Under no circumstances may you charge clients attorney's fees. The Affidavit of Indigency is the official court document which must be filed with the Clerk of Court to request waiver of filing fees in pro bono cases. Clients are informed that while the attorney's services are free, the project does not cover costs and that clients are responsible for any costs associated with their case. Once the Affidavit of Indigency is filed, the Clerk of Court may waive certain costs in each case. To defer the prepayment of any costs, i.e. sheriff costs, copies, mediation costs and/or legal publication costs, you must enroll in the Clerk's Office payment plan. PSB may help to obtain reduced or free costs for services such as private process servers, court reporters, expert witnesses, investigators, mediators, mentors and translators; however, firms and lawyers often absorb the costs related to pro bono cases.

On a limited basis, PSB may reimburse for certain out-of-pocket expenses in cases where neither the client nor attorney are able to pay for these costs. All pro bono attorneys must fill out, in advance, a proposed budget for any expenses exceeding \$150 and request for reimbursement in writing detailing the purpose and the amount requested and submit the request to mbrown@dadelegalaid.org. If approved, PSB will reimburse only after the attorney submits receipts of approved expenditures. PSB does not reimburse for couriers, photocopies, publication, service of process, postage, secretaries, paralegals, long distance, parking, tolls, faxes or filing fees. Only preapproved costs may be reimbursed.

PLEASE SEEK TO RECOVER FEES AND COSTS FROM THE OPPOSING SIDE WHENEVER POSSIBLE. THIS ALLOWS US TO SERVE MANY MORE NEEDY CLIENTS. FLORIDA CASE LAW PERMITS AWARDING ATTORNEY'S FEES IN PRO BONO CASES. *Butler v. Butler, 376 So. 2d 287 (Fla. 5th DCA 1979)*

Below is a list of providers that may perform pro bono or low bono services on a case-by-case basis. Please identify yourself as a PSB pro bono attorney and ask them to provide the services free of charge or on a low bono basis. If approved, ask them to invoice PSB directly for us to promptly process payment. For a list of additional vendors, or further information, please contact PSB at 305-579-5733 ext. 2252. Please be reminded PSB cannot reimburse you if you pre-pay for any services.

Court Reporters:

Esquire Deposition Solutions, LLC
305-371-2713
Har-Mel Reporters 305-541-6234
U.S. Legal Support 305-373-8404
Veritex Legal Solutions
305-376-8800 or 1-800-275-7991

Process Servers:

Caplan, Caplan and Caplan
Process Servers 305-374-3426 or
954-462-1800
Rubi Legal Services 786-277-1451

Interpreters:

Horizon Legal Solutions, Inc. 954-
647-7211
Miami Interpreters 305-271-5669

Professional Translating Services,
Inc. 305-371-7887
The Cakov Group Language
Solutions 305-854-8181

Mediators:

Evan Frankel 305-759-6100
Barbara Locke 305-815-1235
Kayla Riera-Gomez 786-938-5180
William C. Sussman 786-897-4381