



# Put Something Back Pro Bono Project "PSB"

*Celebrating 35 Years of Excellence*

## COST MEMORANDUM

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 reimbursement in writing detailing the purpose and the amount requested and submit the request to [psb@dadelegalaid.org](mailto:psb@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 AWARDED ATTORNEYS FEES IN PRO BONO CASES. *Butler v. Butler, 376 So. 2d 287 (Fla. 5<sup>th</sup> DCA 1979)*

PSB maintains a list of some providers that perform pro bono or low bono services. When calling a vendor, 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. For a list of 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. In cases where you have prior approval, please tell the vendor to invoice PSB directly in order for us to promptly process the bill.

Below is a list of providers that may perform pro bono or low bono services on a case-by-case basis.

### **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, P.A.  
786-897-4381