

**SAMPLE LETTER FROM PRO BONO ATTORNEY**

[Legal Beagles, Inc.]  
[12345 Main Street]  
[Any Town, CA 90000]

[Date]

Attn: TRF Coordinator  
Court Reporters Board of California  
2535 Capitol Oaks Drive, Suite 230  
Sacramento, CA 95833

RE: [name of case]

This letter will serve to certify that the [name of pro bono attorney] is a pro bono attorney within the definition of Business & Professions Code section 8030.4(k) because [name of attorney/law firm/ or legal corporation], is licensed to practice law in this state, undertakes without charge to the party the representation of an indigent person in a case not considered to be fee-generating.

I hereby certify that [name of litigant] is an indigent person as defined in Business and Profession Code section 8030.4(f) because he/she... (state specifically how the named person meets the definition of "indigent"). Mr./Ms. [name of litigant] was referred to me by [name], a [qualified legal services project, qualified support center, or other qualified project] (specify which).

This is not a fee generating case as defined in Business and Professions Code section 8030.4(e) (state subsection) because... (state specifically how your firm meets the definition).

As a condition of entitlement, I hereby certify that I agree to refund the entire amount dispersed from the Transcript Reimbursement Fund from any award of costs or attorneys' fees awarded by the court or provided in settlement agreement in the case. In addition, when I am notified by the Court Reporters Board of California that a payment is forthcoming, I will notify the court that payment has been received and that the sum is to be ordered repaid to the TRF from any award of costs or attorneys' fees.

Sincerely,

[Name of pro bono attorney]  
[Title]

**\*WHEN A CASE IS HANDLED BY A PRO BONO ATTORNEY, THIS TYPE OF LETTER MUST BE ACCOMPANIED BY A LETTER FROM A QUALIFIED PROJECT STATING THAT THE CASE WAS REFERRED TO THE NAMED PRO BONO ATTORNEY.**