



# INSTRUCTIONS

## Section 1.

- Attorney Name – Provide first and last name (as indicated in Order of Appointment).
- Florida Bar Number – Provide Bar Number of the attorney assigned to the case.
- Tax ID Number – Provide federal tax identification (either FEIN or Social Security) number of Attorney or Firm as indicated on the JAC Agreement and Substitute Form W-9. MUST match ID on Substitute Form W-9 and JAC Agreement. NOTE: Payment cannot be processed without this information.

## Section 2.

- Invoice Number – Vendor/Firm must generate and provide an invoice number. MAX 9 characters (this number will allow you to locate this bill on the JAC and DFS vendor web sites).

## Section 3.

- Case Number – Provide case number exactly as it appears on the Order of Appointment.
- County & Circuit – Select the county and circuit.
- Defendant/Client Name – Provide the first and last name of the client or defendant represented. For parental notification cases only, the client may be represented by initials or "Jane Doe".

## Section 4.

- Disposition Date – MM/DD/YYYY.

Total Invoice Amount - The total amount billed for this invoice is automatically calculated as form is completed.

## Section 5.

- Reimbursement – Select Privately Retained (Indigent for Costs), or Court Appointed, if applicable.
- Case Category – (Select a Case Category and then select a Case Type from the drop down list based on the selected category.)

## Section 6.

- Flat Fee – Enter Flat Fee amount as determined by Case Type (rate charges are posted on the JAC web site). For criminal cases only, Flat Fee will be based on the highest charge in the information or indictment.

## Section 7.

- TRAVEL EXPENSES/MILEAGE – A properly completed [DFS Travel Voucher](#) MUST BE ATTACHED. Mileage may be billed only when the destination is in excess of 50 miles (one-way) from attorney's office. Any one-way trip that exceeds 50 miles must be supported by documentation. The [DOT Mileage Calculator](#) MUST BE USED when cities are listed therein. If not listed, other documentation may be used.

## Section 8.

- Other Reimbursement Expenses – Specify the type of expense(s) and enter amount (invoice/receipt, court order, and proof of payment MUST BE ATTACHED).
- Service Date – MM/DD/YYYY. If service was provided over multiple dates, use the last date in which service was provided.

## Section 9.

### **Choose either Single Court-Appointed Attorney OR Multiple Court-Appointed Attorney.**

- Single Court-Appointed Attorney – Select to affirm that you were the only attorney appointed to the case, and to affirm that the case has reached a final disposition or a billable point. Whether a case has reached a billable point is detailed in s. 27.5304, F.S., and JAC's Policies and Procedures for Court-Appointed Attorneys. Both documents are available on JAC's web site.

### **OR**

- Multiple Court-Appointed Attorneys – Select to affirm if there were any other court-appointed attorney(s) (other than yourself) that were appointed to the case and to affirm that the case has reached final disposition or a billable point. Provide the name(s) of all other court-appointed attorneys who were appointed to the case. Whether a case has reached a billable point is detailed in s. 27.5304, F.S., and JAC's Policies and Procedures for Court-Appointed Attorneys. Both documents are available on JAC's web site. Please be advised that processing of billing may be delayed until case reaches final disposition and all attorneys have submitted billings or fee waivers.

## Section 10.

- Attorney Certification – By signing this document, you are attesting to the accuracy of all information in this billing. Before submission, please verify the accuracy of all provided information and attach all required supporting documentation not previously submitted.
- Attorney Signature – Sign in blue ink on the line provided. NOTE: The signature must be original.
- Date – Include date invoice is certified, (MM/DD/YYYY).
- Attorney Printed Name – Provide first and last name. Bar Number - Provide Bar Number for attorney.

**All services are subject to audit and the Justice Administrative Commission reserves the right to offset an over-billing against subsequent payment requests.**