



1. Name of Court Reporter – Use first name, middle initial and last name.
2. Firm Name
3. Tax Identification Number - Supply tax identification number of Court Reporter or Firm. If you do not have a tax identification number, please enter your social security number. **NOTE:** Payment cannot be processed without this information.
4. Court-Appointed Attorney – Use first name, middle initial and last name.
5. Florida Bar Number – Supply bar number of the Court-Appointed Attorney assigned to the case.
6. Attorney Ordering Transcript(s) – Insert name of attorney if other than Court-Appointed Attorney. Use first name, middle initial and last name.
7. Invoice Number – Invoice tracking number generated by reporting firm.
8. Case Number - Provide court issued case number for which the transcription was ordered. If a deposition is utilized in multiple cases for the same defendant, enter the lowest of the case numbers.
9. Case Caption – Give style of the case, i.e., “State of Florida vs. John Brown” or “In the Interest of J.B.” in Dependency cases using only the first and last initials.
10. County & Circuit – Provide both the county and circuit of court.
11. Total Invoice Amount - Provide the total amount billed for this invoice.
12. Invoice Information – Use either section A or section B. If you are using this form in lieu of an invoice, complete part A only. If you are using this form as a voucher cover only, complete part B only.

- A. Transcript Information Boxes –** Check the appropriate type of activity. If deposition, provide the name of each deponent, using first name, middle initial and last name. Supply date(s) of deposition/hearing.
- Original - Enter the billing rate per page, the number of pages, and the total dollar amount.
  - Copy - Enter the billing rate per page, the number of pages, the number of transcript copies, and the total dollar amount.
  - Other (Exhibits/Attachments) - Enter the billing rate per page, the number of pages, the number of transcript copies, and the total dollar amount.

**Example:** John Smith, Court-Appointed Attorney, requests the services of Example Court Reporting for transcription of the trial hearing of the State of Florida vs. Jane Doe. Mr. Smith subsequently orders, one original and 3 copies of the trial transcript. The transcript is 65 pages in length and also includes 10 pages of exhibits. The circuit in which John Smith practices set rates at the following: Original \$3.25 per page, Copy \$1.50 per page, and exhibits \$0.30 per page. The Transcript Information Boxes would be filled out as follows:

<input checked="" type="checkbox"/>	Trial	<input type="checkbox"/>	Other Hearings	<input type="checkbox"/>	Video	<input type="checkbox"/>	Deposition (Name) _____
Date(s) ____/____/____ - ____/____/____							
Original: \$/ Page	3.25	# Pages	65			Total	\$ 211.25
Copy: \$/ Page	1.50	# Pages	65	# Copies	3	Total	\$ 292.50
Other: \$/ Page	0.30	# Pages	10	# Copies	1	Total	\$ 3.00

- B. Invoice Attached -** If you are using this document only as a voucher cover, not as an invoice, then check the “Invoice Attached” box and attach your invoice. The invoice must contain all of the information requested in part A. If you are using this document as both a voucher cover and invoice, then leave this box blank.
13. Court Reporter Certification Paragraphs – Signing this document affirms understanding of and agreement to this statement. Court Reporter Signature – Sign on the line provided. **NOTE:** The signature must be original.
  14. Date – Include date certifying invoice.
  15. Court Reporter Printed Name - Use first name, middle initial and last name.
  16. Phone Number – Provide phone number where court reporter can be reached.
  17. Transcript Delivery Receipt – The Court-Appointed Attorney, or designee, should sign, date, print name, print bar number and provide a phone number. **If Appeal Transcripts are delivered to the Clerk of Court, and not to the law firm, then the Clerk must certify.**

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