

Attorney Billing Made Easy

Case Opened – Attorney faxed to JAC Case Opening Unit:
 • Order of Appointment
 • Charging Document or Petition (except Dependency)

Case Disposition/Billing Stage – Attorney Ready to Bill

FLAT FEE BILL

Attorney mails to JAC:
 • Dispositional Document
 • Invoice/Voucher Cover

No Problems –
JAC PAYS ATTORNEY

JAC sends Audit Deficiency to Attorney

JAC sends letter of objection/no objection

Issue not resolved – JAC sends letter of objection/no objection

OR

Issue gets resolved **JAC PAYS ATTORNEY**

Motion**
 Attorney files motion (attaches JAC letter to motion). Attorney faxes motion to JAC

Attorney faxes order to JAC auditor for the appropriate circuit
JAC PAYS ATTORNEY*

HOURLY BILL

Attorney mails to JAC:
 • Dispositional Document
 • Hourly Invoice
 • Voucher Cover
 • Progress Docket

OR

No Problems – JAC sends letter of no objection/ no objection

OR

Problems – JAC sends Audit Deficiency to Attorney OR Letter of Objection (skip to Motion block)

Motion**
 Attorney files motion (attaches JAC letter to motion). Attorney faxes motion to JAC

OR

Audit Deficiency Sent

Issue gets resolved – JAC sends letter of objection/no objection

Motion**
 Attorney files motion (attaches JAC letter to motion). Attorney faxes motion to JAC

*Absent motion to vacate order or appeal
 ** JAC may appear at hearings