



## Hourly Attorney's Fees, Costs, or Related Expenses Voucher Cover INSTRUCTIONS

1. Name of Attorney – Use first name, middle initial and last name.
2. Firm Name
3. Florida Bar Number – Supply bar number of the Court-Appointed A
4. Tax Identification Number - Supply tax identification number of Attorney 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.
5. Invoice Number – Invoice tracking number generated by firm.
6. Charge – Please enter one of the following:

<u>Civil</u>	<u>Criminal Conflict</u>	<u>Dependency</u>
Baker Act – Mental Health (394)	Capital Felony (Death Penalty) Trial – Lead Counsel	TPR (CH 39) – Termination of Parental Rights
CINS/FINS – Children and/or Families in Need of Services	Capital Felony (Death Penalty) Trial – Co-Counsel	Dependency Trial
Emancipation (743.015)	Death Penalty Appeal	Dependency Shelter Hearing
Guardianship (744)	Life Felony	Dependency Disposition/Adjudication
Emergency Temporary Guardianship	Felony 1 <sup>st</sup> Degree, 2 <sup>nd</sup> Degree, or 3 <sup>rd</sup> Degree	Dependency Review Hearing
Jimmy Ryce Trial – Sexual Predator	Felony Appeal	Dependency Appeal
Jimmy Ryce Appeal	Misdemeanor	
TPR (CH 63) – Step-Parent Adoption	Misdemeanor Appeal	
Marchman Act – Substance Abuse (397)	Delinquency Trial	
Tuberculosis (392)	Delinquency Appeal	
Developmentally Disabled Adult (393)	Violation of Probation	
Adult Protective Services (415)	Rule 3.850	
Sexually Transmitted Disease (384)		

7. Case Number - Provide case number exactly as it appears on the Order of Appointment.
8. 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.
9. County & Circuit – Provide both the county and circuit of court.
10. Total Invoice Amount - Provide the total amount billed for this invoice. If you do not wish to use our JAC hourly billing forms, you must invoice in-court time separate from out-of-court time and place a summary on the voucher cover.
11. Case Type – Check the appropriate box.
12. Invoice Information – Enter the date. For each category of fees, costs, and expenses, fill in the unit quantity, unit rate and total.
13. Affidavit Verifying Attorney's Fees, Costs or Related Expenses – Read the verification paragraphs.
14. Court-Appointed Attorney Signature – Sign, in blue ink, on the line provided. **NOTE:** The signature must be original.
15. Date – Include date certifying invoice.
16. Attorney Printed Name - Use first name, middle initial and last name.
17. Bar Number - Provide bar number for Court-Appointed Attorney.
18. Phone Number – Provide phone number where attorney can be reached.

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