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Diamond R. Litty
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Jerry Hill
State Attorney

Jerry M. Blair
State Attorney

March 20, 2008

Dear Attorney,

Pursuant to the JAC Agreement for Attorney Services, all attorneys must have a valid e-mail address by which the attorney can receive Billing Audit Deficiencies and Letters of Objection and No Objection. JAC has implemented a system by which these documents are automatically sent to the attorney once the letter is approved. Due to budget constraints effective May 1, 2008, JAC will no longer provide Billing Audit Deficiencies and Letters of Objection or No Objection by facsimile. If you have not already done so, you will need to provide JAC with an e-mail address prior to that date. Below is a form by which you can provide JAC with an e-mail address. Please fax this form to (866) 428-1357.

The Audit Deficiencies and Letters of Objection and No Objection are generated via Microsoft Office Word. If Microsoft Office Word is not installed on your computer, you still have the ability to view, print, and copy Word documents by first downloading Word Viewer 2003 onto your computer. The download and instructions are available at <http://www.microsoft.com/downloads/details.aspx?familyid=95e24c87-8732-48d5-8689-ab826e7b8fdf&displaylang=en>. It is also recommended that you download and/or maintain a current version of Adobe PDF Reader which is found at <http://www.adobe.com>.

Also, an attorney may receive payment through direct deposit via Electronic Funds Transfer (EFT). Payment through direct deposit is received significantly faster than payment sent through the U.S. Mail. In addition, the potential for lost payments is reduced. Information regarding direct deposit can be found at:

http://www.fldfs.com/aadir/direct_deposit_web/index.htm

The link below provides forms necessary for an attorney to initiate payment through EFT:

DFS DIRECT DEPOSIT AUTHORIZATION FORM

http://www.myfloridacfo.com/aadir/dd_vendor.PDF

Please mail your completed form to: Direct Deposit Section, Department of Financial Services, 200 E. Gaines St., Tallahassee, FL 32399-0359

JAC regularly revises its billing forms to be responsive to concerns raised by attorneys, due process vendors, and the courts. In doing so, JAC is striving to make the billing process as easy

and user friendly as possible. Please check JAC's website regularly at www.justiceadmin.com to ensure that you are using the most recent forms for your billings.

Now that the Supreme Court has resolved the issue of the constitutionality of the Office of Criminal Conflict and Regional Counsel, JAC reminds attorneys that, pursuant to Paragraph XVIII(9) of the JAC Agreement for Attorney Services, they are responsible for verifying that they are properly appointed to a case. This includes situations where a case moves into a new phase. For example, in an ongoing dependency case, if DCF files a petition to terminate parental rights, then the trial court should first consider the appointment of regional counsel before appointing the dependency attorney to the matter. Similarly, in a violation of probation case where the defendant was represented by private court-appointed counsel in the underlying criminal case, the trial court should consider appointment of the public defender and regional counsel before appointing the private attorney to represent the defendant.

When a case moves into a new phase, the court should first look to the public defender and regional counsel to provide representation. Pursuant to the JAC Agreement for Attorney Services, an attorney waives entitlement to any compensation for a case for which the trial court should have appointed the public defender or regional counsel. Therefore, attorneys should ensure that the trial court either sua sponte found a conflict or that the public defender (when authorized to provide representation) and regional counsel withdrew from the case. Otherwise, JAC could object to payment of attorney's fees in the matter.

If you have any questions, please feel free to contact the JAC help desk at (866) 355-7902.

Sincerely,

Christian D. Lake
Agency Attorney

Designation of E-Mail Address
Fax to (866) 428-1357

Attorney Name _____

Firm Name _____

Tax ID/SS# _____

Fla. Bar No. _____

Address _____

E-Mail _____

Signature

Date