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Executive Director

STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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COMMISSIONERS

Dennis Roberts, Chair
Public Defender

Diamond R. Litty
Public Defender

Jerry Hill
State Attorney

Jerry M. Blair
State Attorney

March 20, 2008

Dear Due Process Vendor,

To be more responsive to vendors' concerns, JAC has implemented a system by which a vendor can automatically receive any Billing Audit Deficiency sent to an attorney relating to an invoice for that vendor. In order to provide a vendor with the Billing Audit Deficiency, JAC needs a valid e-mail address. Due to budget constraints effective May 1, 2008, JAC will no longer provide Billing Audit Deficiencies by facsimile. If you have not already done so, you may wish 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](http://www.microsoft.com/downloads/details.aspx?familyid=95e24c87-8732-48d5-8689-ab826e7b8fdf&displaylang=en) 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, a vendor 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.

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

Vendor Name _____

Firm Name _____

Type of Service (Please check any service you would like to provide):

- Consultant
- Subpoena Process Server
- Court Reporter
- Investigator
- Translator
- Interpreter
- Videographer
- Media Analyst
- Researcher
- Printing and Reproduction
- Witness Management
- Evaluator/examiner **Please circle appropriate type:** medical, mental health, biological evidence, crime scene, media analysis, DUI, other
- Expert Witness **Please circle appropriate type:** medical, mental health, biological evidence, crime scene, media analysis, DUI, other
- Other Services: please describe: _____

Tax ID/SS# _____

Address _____

E-Mail _____

Signature

Date