



1. Name of Court Reporter – Use first name, middle initial and last name.
2. Firm Name
3. Tax Identification Number - Supply Tax ID 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. Attorney Name – Use first name, middle initial and last name.
5. Florida Bar Number – Supply bar number of the Attorney.
6. Attorney Ordering Transcript(s) – Insert name of attorney if other than Attorney for client who is indigent for costs. 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. Judge Name – Provide the name of the Judge presiding over the case.
12. Payment Type – Check the appropriate box.
13. Total Invoice Amount - Provide the total amount billed for this invoice.
14. 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, Attorney for client who is indigent for costs, 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         |
| Other: \$/ Page                           | 0.30                                    | # Pages                        | 10   | # Copies | 1         |
|   |   |                                |  | Total    | \$ 292.50 |
|   |   |                                |  | Total    | \$ 3.00   |

- B. Invoice Attached -** If you are using this document only as a voucher cover, not as an invoice, then check the “See Attached Invoice” 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.
15. Certification Paragraphs – Signing this document affirms understanding of and agreement to this statement under penalty of perjury.
  16. Court Reporter Signature – Sign, in blue ink, on the line provided. **NOTE:** The signature must be original and must be signed by the individual who took the transcription.
  17. Date – Include date certifying invoice.
  18. Court Reporter Printed Name - Use first name, middle initial and last name.
  19. Phone Number – Provide phone number where court reporter can be reached.
  20. Transcript Delivery Receipt – Certifies the number of pages and copies received.
  21. The Court-Appointed Attorney, or designee, should sign in blue ink.
  22. Date – Include the date of receipt.
  23. Print name of attorney or designee who received the transcripts.
  24. Print bar number of Court-Appointed Attorney, or designee, if applicable.
  25. Provide a phone number where Court-Appointed Attorney, or designee, can be reached.

**Appeal Transcripts delivered to Clerk of Court, not to law firm.**

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