

1. Name of Court Reporter – Use first name, middle initial and last name.
2. Firm Name
3. Vendor Tax Identification Number - Supply tax identification 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. Individual Ordering Transcript(s) – Use first name, middle initial and last name.
5. Invoice Number – Invoice tracking number generated by reporting firm.
6. 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.
7. 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.
8. County & Circuit – Provide both the county and circuit of court.
9. Judge Name – Provide the name of the Judge presiding over the case.
10. Court Order Authorizing – Check box indicating court order authorizing expenditure is attached.
11. Provide date transcript ordered.
12. Total Invoice Amount - Provide the total amount billed for this invoice.
13. Invoice Information - 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: Pro Se Individual requests the services of Example Court Reporting to record a deposition in State of Florida vs. Jane Doe. Pro Se Individual subsequently orders, one original and 1 copy of the deposition transcript. The transcript is 65 pages in length and also includes 10 pages of exhibits. The Transcript Information Boxes would be filled out as follows: Original \$2.95 per page, Copy \$1.00 per page, and exhibits \$0.15 per page.

<input checked="" type="checkbox"/>	Trial	<input type="checkbox"/>	Other Hearings	<input type="checkbox"/>	Video	<input type="checkbox"/>	Deposition (Name of Witness) John Doe
	Date(s)	6/14/2010					
Original:	\$/ Page	2.95	# Pages	65			Total
							\$ 191.75
Copy:	\$/ Page	1.00	# Pages	65	# Copies	1	Total
							\$ 65.00
Other:	\$/ Page	0.15	# Pages	10	# Copies	1	Total
							\$ 1.50

14. Certification Paragraphs– Signing this document affirms understanding of and agreement to this paragraph under penalty of perjury.
15. Court Reporter certifies whether or not he or she has billed and/or has been paid appearance fees related to the transcript; that an original transcript has not been previously paid by JAC or another state entity; that he or she was authorized to prepare all transcripts applicable to this invoice; that the amounts reflected on the invoice are true and accurate charges; and that the work in connection herewith was actually performed.
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 – The Clerk of Court, or designee, should sign in blue ink, date, print name, address and provide a phone number.

If Appeal Transcripts are delivered to the Clerk of Court, and not to the law firm, then the Clerk must certify.

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