

Pro Se
In-State Court Reporter Attendance
Invoice/Voucher Cover for Services Provided On or After July 1, 2010

Name of Court Reporter _____ (1) Invoice Number _____ (5)
 Firm Name _____ (2) Case Number _____ (6)
 Vendor Tax ID Number _____ (3) Case Caption _____ (7)
 Individual Ordering Transcripts _____ (4) County & Circuit _____ (8)
 Judge Name _____ (9)

(10) Check if transcript has been ordered.*

Total Invoice Amount \$ _____ (11)

*The amount of appearance fees will be deducted from any bill for transcripts if the transcript was ordered at the time of the deposition or within 30 days of the date of deposition.

Deposition Information:

Service Date ____ / ____ / ____
 Start Time ____ : End Time ____

1 st Hour @ \$50.00/hour	Units X 1	Subtotal	\$50.00
Each Hour Thereafter @ \$25.00/hour	Units ____	Subtotal	\$ ____
		Total	\$ ____

Number of Witnesses Deposed _____
 Name of Witness (if additional space is needed, attach a page): _____

Order Information:

Transcript Expedited Reason expedited: _____

(14) Court Reporter Certification

I certify that I was authorized to attend the deposition; that the amounts reflected on the invoice are true and accurate charges; and that the work in connection herewith was actually performed.

 Court Reporter Signature (Blue Ink) Date

 Court Reporter Printed Name

 Phone Number

(19) Attendance Certification

I hereby certify that the services provided by the above named court reporting firm were necessary and useful in the representation of the above named defendant who is indigent for costs. I further certify that the reported time, rate, and names of witnesses are true and accurate.

 Signature of Pro Se Individual Date

 Pro Se Individual's Printed Name

 Address

 Phone Number

JAC Date Stamp

IMPORTANT: Original Signatures required, JAC will not accept copies or facsimiles of this form.
 Attendance at court hearings are paid by Court Administration.
NOTE: Upon a finding by a court that a transcription is necessary, JAC will pay for original and up to 1 copy for all transcripts except appeal transcripts, where original and up to 2 copies are allowed.

1. Name of Court Reporter – Use first name, middle initial and last name.
2. Firm Name
3. Vendor 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. 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. Check if transcript has been ordered. If the amount of transcript fees exceeds the amount of appearance fees, the amount of appearance fees will be deducted from the bill for transcripts.
11. Total Invoice Amount - Provide the total amount billed for this invoice.
12. Deposition Information – Enter the date of the service along with the start and end times. The first hour is calculated for you. Calculate the number of units after the first hour at the rate of \$25.00/hour. Provide the total. Provide the number of witnesses deposed, and the name of each (if additional space is needed, attach a page).
13. Transcript Information – Check the appropriate box(s). If expedited, state reason for expedition.
14. Court Reporter Certification Paragraphs – Signing this document affirms understanding of and agreement to this statement.
15. 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.
16. Date – Include date certifying invoice.
17. Court Reporter Printed Name - Use first name, middle initial and last name.
18. Phone Number – Provide phone number where court reporter can be reached.
19. Attendance Certification Paragraph – Signing this document affirms understanding of and agreement to this.
20. Signature – Person present at deposition, Pro Se Individual, should sign, in blue ink, on the line provided.
21. Date – Include date certifying invoice.
22. Printed Name – Use Pro Se Individual's first name, middle initial and last name.
23. Address
24. Phone Number

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