



STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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Victoria A. Montanaro
Executive Director

June 12, 2009

Dear Due Process Service Provider,

The FY 2009-2010 contract is now posted on the Justice Administrative Commission (JAC) website. The new agreement will supersede any prior agreements and will also cover any services provided July 1, 2009 through June 30, 2010. To receive payment for services provided on or after July 1, 2009, please:

- Download the Agreement for Due Process Services (Other than Attorney Fees) at <http://www.justiceadmin.com/notice/InstructionsDueProcess.aspx>
- Type or handwrite information directly into the shaded fields. Please assure that all information entered is accurate and complete.
- Print 2 copies.
- Sign both copies in blue ink, date and
- Return both copies of the Agreement to the Justice Administrative Commission, P.O. Box 1654, Tallahassee, FL 32302.
- IRS Form W-9 is attached to the Agreement. Please complete and submit the IRS W-9 form if you have not already, or if you have a change of mailing address and/or Tax ID number. JAC cannot execute the 2009-2010 Due Process Agreement without an IRS W-9 form on file.
- Please be sure to provide as much information as possible in the addendum to the contract. We hope to gain information of your service(s) and the circuit(s) and county/counties in which you intend to supply them. We anticipate that this information will be made available on the JAC website to assist attorneys in identifying due process providers they may wish to contact for services for their cases.

If you have any questions, please contact the Help Desk at 866.355.7902.

Sincerely,

A handwritten signature in blue ink that reads "Stephen M. Presnell".

Stephen M. Presnell
General Counsel