



Checklist for Court Reporters Billing Listening Fees for Recorded Statements

A court reporter should gather the following information and documentation before beginning a billing packet in *MyJAC*. The case must be opened by the attorney (or pro se defendant) before the court reporter will have access to the case.

The following information is required on the JAC Invoice Cover:

- Attorney's name and bar ID (if the Defendant is pro se, then the Defendant's name);
- County with case jurisdiction;
- Case number;
- Defendant's name;
- Vendor's name (the JAC Invoice pre-populates with information from the vendor's *MyJAC* account);
- Payee tax ID number (the JAC Invoice pre-populates with information from the vendor's *MyJAC* account);
- Invoice number (created by the vendor for their accounting purposes);
- Court reporter's name;
- Service date*;
- Start time and end times*;
- Interviewee/witness names OR a description of the type of recording (911 calls, etc)*;
- Hours and total amount billed (actual time billed in tenths of an hour)*;
- Vendor printed name, signature and date; and
- Attorney's printed name, signature and date (If the defendant is pro se, the signature of defendant or standby counsel).

*To bill the per page rate, you must enter the FULL name of each interviewee/witness, type of recording (e.g., 911 calls, etc.), date of the recording, and the number of pages transcribed; OR

*To bill the hourly Listening Fee, you must enter the date of the recording; the total time of the recording in tenths of an hour; and the time being billed.

Required Documents (in PDF or Tiff format):

- Invoice, if needed to provide all required information above; and
- Motion and Order Authorizing Transcription: **Must** include dates(s) and type of recording such as: 911 calls or witness statement of John Doe.

Notes:

1. For audio recordings (other than deposition and hearing transcripts), the vendor may seek either the applicable per page rate or the applicable listening fee hourly rate. A vendor cannot bill both the per page rate and the listening fee hourly rate.
2. * When a court reporter seeks payments on an hourly basis for audio recordings (other than deposition and hearing transcripts), he or she should bill actual time. The court reporter is not entitled to bill an entire hour for a portion of an hour. Services performed beyond a

full hour should be billed in tenths of an hour. For example, services that begin at 10 AM and end at 11:15 AM would be billed at 1.3 hours. See the [Chart for Billing in Tenths](#).

3. If the bill covers more than one date or more than one recording, a detailed hourly invoice must be provided. The detailed invoice should include the date of service, type of recording(s) transcribed, and time spent transcribing the recording(s). A vendor may list several calls within one block of time. For example, if a court reporter listened to 15 phone recordings continuously, the start time and end time would not have to be indicated for each call. The vendor would be able to indicate what time he or she started (in hours and tenths of an hour) and the time ended; however, the billing may not contain entries in which the court reporter bills for services across multiple dates in a single entry.
4. The billing packet is not received by JAC until the attorney certifies and submits it to JAC. The vendor will receive email confirmation at that time. Billing packets deemed to be untimely received are subject to penalty according to the JAC contracts.

BILLING QUESTIONS?

Please email any questions to onlinesupportteam@justiceadmin.org.