

JAC Due Process Vendor Billing Flowchart

Case Opening documents **MUST** be on file with JAC.

Court Appointed Case Documents:

- Order of Appointment (within 30 days of appointment).
- Charging Document or Petition (except Dependency).

Indigent for Costs Case Documents:

- Motion of Indigence.
- Affidavit of Attorney Fees.
- Clerk's Application for Indigent Status.
- Order of Indigence.
- Charging Document.

AUTHORIZATION FOR DUE PROCESS COSTS

Attorney files motion to authorize due process costs, such as a motion for transcripts, investigators, or experts. The services should be authorized before the due process provider completes any work on the case, except when authorization is not required (i.e., court reporter attendance fees).

Attorney serves motion on JAC.

JAC responds: formal or informal (JAC may attend at hearings).

Court enters order authorizing due process costs.

Transcripts: the order should include the date of deposition or other proceeding and the deponent's name.

Investigators and Interpreters: the order should contain the amount authorized for the due process provider.

Experts: the order should reflect the amount authorized and the hourly rate (if the rate exceeds the established rate).

Copies and Miscellaneous: the order should reflect sufficient information for JAC to process the billing for payment, including the amount authorized.

Attorney provides order to JAC and to Due Process Provider.

BILL SUBMISSION

Vendor or Attorney **submits** to JAC:

- Invoice/Voucher Cover with supporting documents attached.

All documentation submitted – **JAC APPROVES PAYMENT.**

Documentation/Information missing. JAC sends Audit Deficiency to Vendor and Attorney.

JAC corrects billing to the established rate, issues a notice of correction-**JAC APPROVES PAYMENT.**

Vendor or Attorney responds using Audit Deficiency as cover letter with information requested to pleadings@justiceadmin.org. **Unless specifically requested a new JAC Invoice/Voucher Cover is NOT required.**

Issue not resolved.

JAC issues revised Audit Deficiency.

JAC returns the bill or sends a Letter of Objection/No Objection.

Issue resolved.

JAC APPROVES PAYMENT.

Motion**

Attorney files motion with JAC's letter attached. Attorney emails motion to ***pleadings@justiceadmin.org.

If JAC has requested to participate in the hearing, JAC requires at least 5 business days notice of the hearing. A court may not grant a motion for fees in which JAC has requested a hearing without holding a hearing.

Invoice Mailing Address:
227 N. Bronough St., Suite 2100
Tallahassee, FL 32301-1380

Attorney ***emails order to JAC at pleadings@justiceadmin.org. Order is reviewed, **JAC APPROVES PAYMENT.***

*Absent motion to vacate order or appeal. Timing of payment may be contingent upon availability of legislatively appropriated funds.

**JAC may appear at hearings. JAC is statutorily authorized to appear telephonically at fee hearings.

*** Please email motions, orders, and other documentation to pleadings@justiceadmin.org. Orders and pleadings sent by email may be reviewed and processed more quickly than if sent by regular mail.