

Dear Attorney, Investigator and/or Mitigation Specialist:

**The Justice Administrative Commission has recently made changes to billing requirements for investigators and mitigation specialists.**

Click [here](#) to view the Letter from our General Counsel to Attorneys, Investigators, Mitigation Specialists and Process Servers on our website (9-22-09).

To inform you of the details of these changes and assist you with the new requirements, we have prepared a short training module. Please take a moment to view the training posted [here](#) on our website.

Specifically, the training will provide more detailed information on the following issues:

- Billing in tenths of hours
- Providing detailed hourly invoicing of activities
- Billing for administrative services
- Licensure
- Mitigation Specialists
- Service of Process

Additionally, new forms for Investigators/Mitigation Specialists have also been adopted and posted to the JAC website. The following voucher covers will be required as of December 1, 2009.

- For Court-Appointed Cases, click [here](#).
- For Indigent for Costs Cases, click [here](#).
- For Pro Se Cases, click [here](#).

We have also posted a Model Form Invoice [here](#) for your convenience. You may use this invoice to facilitate your detailed hourly breakdown of activities. If you choose to use your own invoice template, be sure to include all information required by the model form.

JAC regularly posts new information on our website, [www.justiceadmin.org](http://www.justiceadmin.org). Click [here](#) to view Frequently Asked Questions and Training Materials. Please be sure to visit often to keep abreast of additions or modifications to the site.

Please contact our Help Desk at 866.355.7902 if you need further assistance.

Thank you,

Justice Administrative Commission