

Court-Appointed Attorney - Out-of-State Court Reporter Attendance Invoice/Voucher Cover INSTRUCTIONS

Name of Court Reporter 1
 Firm Name 2
 Vendor Tax ID Number 3
 Court-Appointed Attorney 4
 Florida Bar Number 5

Invoice Number 6
 Case Number 7
 Case Caption 8
 County & Circuit 9

Total Invoice Amount	\$ <u>10</u>
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Order Information:

Transcript Expedited Reason expedited:
 CNA (Certification of Non-Attendance): Number X Rate = \$
 (1 CNA per Witness)

Deposition Information:

Per Diem Rate: <input type="checkbox"/> Half Day <input type="checkbox"/> Full Day	Service Date
Hourly Rate: Start Time End Time	Rate <input style="width: 50px;" type="text"/>
Number of Witnesses Deposited <input style="width: 50px;" type="text"/> Name of Witness(s)	Rate <input style="width: 50px;" type="text"/>

13 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.

14 15
 Court Reporter Signature (Blue Ink) Date

16
 Court Reporter Printed Name

17
 Phone Number

18 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. I further certify that the reported time, rate, and names of witnesses are true and accurate.

19 20
 Court-Appointed Attorney OR Date
 Ordering Attorney Signature (Blue Ink)

21
 Attorney Printed Name

22
 Bar Number

23
 Phone Number

JAC Date Stamp

IMPORTANT: Original Signatures required, JAC will not accept copies or facsimiles of this form.
 Attendances at court hearings are paid by Court Administration.
NOTE: 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 unless restricted by Indigent Services Committee in the circuit in which you were appointed.

1. Name of Court Reporter – Use first name, middle initial and last name.
2. Firm Name
3. Vendor Tax Identification Number - Supply tax identification 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. Court-Appointed Attorney – Use first name, middle initial and last name.
5. Florida Bar Number – Supply bar number of the Court-Appointed Attorney assigned to the case.
6. Invoice Number - Invoice tracking number generated by reporting firm.
7. 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.
8. 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.
9. County & Circuit – Provide both the county and circuit of court.
10. Total Invoice Amount - Provide the total amount billed for this invoice.
11. Transcript Information – Check the appropriate box(s). If expedited, state reason for expedition. If a Certification of Non-Attendance is produced, enter the number of certifications (number of people), the rate per certification, and the total CNA amount. No more than 1 CNA can be ordered per witness.
12. Deposition Information – Enter the date of the service along with the start and end times. Provide the rate, number of witnesses deposed, and the name of each.
13. Court Reporter Certification Paragraphs – Signing this document affirms understanding of and agreement to this statement.
14. Court Reporter Signature – Sign on the line provided. **NOTE:** The signature must be original and must be signed by the individual who took the transcription.
15. Date – Include date certifying invoice.
16. Court Reporter Printed Name - Use first name, middle initial and last name.
17. Phone Number – Provide phone number where court reporter can be reached.
18. Attendance Certification Paragraph – Signing this document affirms understanding of and agreement to this.
19. Court-Appointed Attorney or Ordering Attorney Signature - Person present at deposition, Court-Appointed Attorney or Ordering Attorney, should sign.
20. Date – Include date certifying invoice.
21. Printed Name – Use attorney's first name, middle initial and last name.
22. Bar Number - Enter the Florida Bar Number of the attorney who certifies the attendance.
23. Phone Number – Provide phone number where attorney can be reached.

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