

Flat Rate Attorney's Fees, Costs, or Related Expenses
Invoice/Voucher Cover – For Cases Appointed ON or AFTER JULY 1, 2007 INSTRUCTIONS

1. Name of Attorney – Use first name, middle initial and last name.
2. Firm Name
3. Florida Bar Number – Supply bar number of the Court-Appointed attorney assigned to the case.
4. Tax Identification Number - Supply tax identification number of Attorney 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.
5. Invoice Number – Invoice tracking number generated by firm.
6. Charge or Nature of Proceedings – Please enter one of the following:

<u>Civil</u>	<u>Criminal Conflict</u>	<u>Criminal Conflict</u>
Admission of Inmate to Mental Health Facility	Postconviction-Rules 3.800 and 3.850	Misdemeanor Appeal
Adult Protective Services-Ch.415, F.S.	Capital-1 st Degree Murder (Death Penalty Lead Counsel)	Violation of Probation-Felony (includes VOCC)
Baker Act/Mental Health-Ch 394, F.S.	Capital- 1 st Degree Murder (Death Penalty Co-Counsel)	Violation of Probation-Misdemeanor (includes VOCC)
CINS/FINS-Children and/or Families in Need of Services, Ch. 984, F.S.	Capital Sexual Battery	Juvenile Delinquency-1 st Degree Felony
Civil Appeals	Capital Appeal	Juvenile Delinquency-2 nd Degree Felony
Developmentally Disabled Adult-Ch. 393, F.S.	Contempt Proceedings	Juvenile Delinquency-3 rd Degree Felony
Emancipation-Section 743.015, F.S.	Criminal Traffic	Juvenile Delinquency-Life Felony
Guardianship-Emergency-Ch 744, F.S.	Extradition	Juvenile Delinquency-Misdemeanor
Guardianship-Ch. 744, F.S.	Life Felony	Juvenile Delinquency Appeal
Marchman Act/Substance Abuse-Ch.397, F.S.	Punishable By Life (PBL) Felony	Juvenile Delinquency VOP (includes VOCC)
Jimmy Ryce-Civil Commitment		
Medical Procedures-Section 394.459(3), F.S.	1 st Degree Felony	<u>Dependency</u>
Parental Notification of Abortion Act	2 nd Degree Felony	Dependency
Tuberculosis-Ch 392, F.S.	3 rd Degree Felony	Dependency Appeal
	Felony Appeal	Termination of Parental Rights
	Misdemeanor	Termination of Parental Rights Appeal

7. Case Number - Provide case number exactly as it appears on the Order of Appointment.
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 – Enter both the county and circuit of court that heard the case.
10. Case Type – Check the appropriate box.
11. Total Invoice Amount - Provide the total amount billed for this invoice.

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12. Invoice Information – Enter the date of disposition, and the amount of the flat fee. Enter mileage if applicable (mileage can be billed on case appointed **on or after July 1, 2007** only if attorney drives outside of the county **or** in excess of 50 miles one way in defense of the case).
13. Single Court-Appointed Attorney—Check box to affirm that you were the only attorney appointed to the case (if this is the case), and check box to affirm that the case has reached a billable point. Whether a case has reached a billable point is detailed in s. 27.5304, F.S., and JAC's Policies and Procedures for Court-Appointed Attorneys. Both documents are available through JAC's website. If you were **not** the only court-appointed attorney on this case, leave this section blank and proceed to the next section, "Multiple Court-Appointed Attorneys."
14. Multiple Court-Appointed Attorneys-Check box to affirm that other court-appointed attorney(s) beside yourself were appointed to the case. Enter the name(s) of all other court-appointed attorneys who were appointed to the case. Check the next box to affirm that the case has reached final disposition or a billable point. Whether a case has reached a billable point is detailed in s. 27.5304, F.S., and JAC's Policies and Procedures for Court-Appointed Attorneys. Both documents are available through JAC's website. Check the last box only if you were the last court-appointed attorney on the case at the time it reached disposition or a billable point.
15. Affidavit Verifying Attorney's Fees, Costs and Other Expenses – Read the verification paragraphs. By signing below this section you are attesting to all the matters in the affidavit under penalties of perjury.
16. Court-Appointed Attorney Signature – Sign, in blue ink, on the line provided. **NOTE:** The signature must be original.
17. Date – Include date certifying invoice.
18. Attorney Printed Name - Use first name, middle initial and last name.
19. Bar Number - Provide bar number for Court-Appointed Attorney.
20. 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 payment requests.