

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.
12. Invoice Information – Enter the date of disposition, and the amount of the flat fee. Enter travel expenses if applicable (mileage can be billed only if attorney drives in excess of 50 miles one way in defense of case). Pursuant to section 112.061, F.S., any

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request for reimbursement of travel expenses including mileage must be supported by a properly completed travel voucher issued by the Department of Financial Services. A request for mileage must be supported by appropriate documentation. In-state, city-to-city mileage calculations can be found at <http://www3.dot.state.fl.us/mileage>. If an in-state travel destination is not included or available on the DOT website, or if the travel is out-of-state, mileage may be calculated using an internet map website such as www.mapquest.com. Alternative sources may only be used when there is no entry on the DOT website.

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.