

## **Three methods of paying due process costs:**

### **1. JAC Pays Vendor After Attorney Certifies:**

If an attorney chooses, upon receiving the bill or invoice from the service provider upon completion of the service, the attorney may certify the bill and send it with a completed JAC Due Process Direct Pay voucher cover. JAC will then pay the due process service provider directly. Copies of court orders authorizing such costs should be provided with the billing. Please refer to Due Process Costs for applicable voucher cover.

### **2. Attorney Pays, Get Reimbursed Later:**

If an attorney chooses, he or she may pay the service provider directly and then seek reimbursement from JAC. Reimbursement for section 29.007, F.S., due process costs may be at the time the attorney has accrued at least \$500 in out of pocket due process costs. After certifying the bill, the attorney must mail the original invoice with the JAC Reimbursement Voucher Cover. Copies of court orders authorizing such costs should be provided with the billing. A separate reimbursement voucher is required for each separate invoice paid by the attorney.

### **3. For In-State Court Reporting Transcripts ONLY, JAC Pays After Vendor Certifies:**

If the court reporter/vendor chooses, after delivering the transcript and obtaining a receipt signature from counsel or designee, the court reporter may certify the bill and send it to JAC with a completed In-State Court Reporter Transcription Certification Invoice. JAC will then pay the court reporter/vendor directly. Copies of court orders authorizing such costs should be provided with the billing.