

1. Name of Court Reporter – Use first name, middle initial and last name.
2. Firm Name
3. Vendor Tax Identification Number - Supply Tax ID 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. IFC Attorney Name – Use first name, middle initial and last name.
5. Florida Bar Number – Supply bar number of the Attorney.
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. Check if transcript has been ordered. * The amount of appearance fees will be deducted from any bill for transcripts if the transcript was ordered at the time of deposition or within 30 days of date of deposition.
11. Total Invoice Amount - Provide the total amount billed for this invoice.
12. Deposition Information – Enter the date of the service along with the start and end times. The first hour is calculated for you. Calculate the number of units after the first hour at the rate of \$25.00/hour. Provide the total. Provide the number of witnesses deposed, and the name of each (if additional space is needed, attach a page.)
13. Transcript Information – Check the appropriate box(s). If expedited, state reason for expedition.
14. Court Reporter Certification Paragraphs – Signing this document affirms understanding of and agreement to this statement.
15. Court Reporter Signature – Sign, in blue ink, on the line provided. **NOTE:** The signature must be original and must be signed by the individual who took the transcription.
16. Date – Include date certifying invoice.
17. Court Reporter Printed Name - Use first name, middle initial and last name.
18. Phone Number – Provide phone number where court reporter can be reached.
19. Attendance Certification Paragraph – Signing this document affirms understanding of and agreement to this.
20. Attorney or Ordering Attorney Signature - Person present at deposition, Attorney or Ordering Attorney, should sign, in blue ink, on the line provided.
21. Date – Include date certifying invoice.
22. Printed Name – Use attorney's first name, middle initial and last name.
23. Bar Number - Enter the Florida Bar Number of the attorney who certifies the attendance.
24. 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.