



1. Investigative Firm Name – Supply name of investigative agency under which the investigator provided services. The investigative agency must be licensed by the Department of Agriculture and Consumer Services, Division of Licensing (for out of state investigators, please see # 3 below).
2. Lead Investigator – Supply the name of the Class C Investigator who provided services and/or who is responsible for the work provided by the Class CC investigator(s).
3. Agency License number – Provide the agency license number as issued by the Department of Agriculture and Consumer Services. **NOTE:** All in-state investigative services must be performed by an investigator with a valid and current Class C or CC license issued by Department of Agriculture and Consumer Services and working under an investigation agency holding a valid and current Class A, Class AA, or Class AB license issued by the Department. As used herein Class C license includes a Class MA or M license. Class CC investigators must be under supervision of a Class C investigator. For an out-of-state investigator performing out-of-state services, please provide the out-of-state investigative agency number, if applicable. A mitigation specialist in a capital case must also have an investigator license and be working under a licensed investigation agency unless the mitigation specialist holds another Florida professional license in an appropriate field such as mental health or social work or is a member of The Florida Bar. For mitigation specialists without an investigator license, please indicate the area of Florida licensure in the space for the agency license number and the license number in the space for the investigator license (see #16 below).
4. Vendor Tax Identification Number - Supply the Tax ID Number of the Lead Investigator or Investigative Firm. **NOTE:** Payment cannot be processed without this information.
5. IFC Attorney – Use first name, middle initial and last name.
6. Florida Bar Number – Supply bar number of the IFC attorney providing services for the case.
7. Invoice Number – Supply the invoice tracking number generated by Investigator or Investigative Firm.
8. Case Number - Provide the court issued case number.
9. Case Caption – Give style of the case, e.g., “State of Florida vs. John Brown” or “In the Interest of J.B.” In Dependency cases, use only the first and last initials.
10. County & Circuit – Provide both the county and circuit of court.
11. Total Invoice Amount - Provide the total amount billed for this invoice.
12. Invoice Information – If your circuit requires an order appointing investigator, check the box and attach the order. Because an Investigator may have provided more than one type of service for a case, three sections are provided: Units of Service Billed, Subpoena Service Information, and Other Costs. You may fill in one, two, or all of three areas.
  - a. *Units of Service Billed* –
    - i. Include the unit quantity, unit rate, and the total dollar amount billed for Investigators with a Class C license,  
  
AND/OR
    - ii. Include the unit quantity, unit rate, and the total dollar amount billed for Investigators with a Class CC license.
  - Attach a detailed hourly statement.** Include the date, type of service(s) provided, and the amount of time worked for each service. Include the name of the investigator(s) who provided the service(s) and license number(s) and type(s). An investigator may not bill multiple days without indicating the number of hours worked on each particular date. For review of documents, the billing should identify the type of document and approximate number of pages reviewed. See also JAC Policies and Procedures for Court Appointed Cost Counsel.
  - b. *Subpoena Service Information* – Supply the number of subpoenas served along with the cost per subpoena and the total. Provide the name of each individual served, using first name, middle initial and last name. Provide a return of service for each person served. (If additional space is needed, please attach an additional sheet).
  - c. *Other Costs* – Provide a brief description of the costs and the total. All “Other Costs” must be accompanied by a detailed travel voucher or other applicable log of charges, invoices, receipts, and/or proof of payment. Pursuant to section 112.061, F.S., any request for reimbursement of travel expenses including mileage must be supported by a properly completed travel voucher issued by the Department of Financial Services.
13. Lead Investigator Certification Paragraph – Signing this document affirms understanding of and agreement to the statement.
14. Lead Investigator Signature & Date – Sign, in blue ink, on the line provided. **NOTE:** The signature must be original. Include date of certification.
15. Lead Investigator License number – Supply Class C Investigator license number issued by Department of Agriculture and Consumer Services. For an out-of-state investigator, supply the out-of-state license number(s), if applicable. A mitigation specialist in a capital case must also have an investigator license and be working under a licensed investigation agency unless the mitigation specialist holds another Florida professional license in an appropriate field such as mental health or

social work or is a member of The Florida Bar. For mitigation specialists without an investigator license, please indicate the area of Florida licensure in the space for the agency number and the license number in the space for the investigator license.

16. Lead investigator printed name. Please type or neatly print the lead investigator's full name.
17. Phone Number – Provide phone number where lead investigator can be reached.
18. IFC Attorney Certification Paragraph – Signing this document affirms understanding of and agreement to the statement.  
**NOTE: IT IS THE ATTORNEY'S RESPONSIBILITY TO REVIEW THE BILLING PRIOR TO SUBMISSION TO JAC TO ENSURE THERE IS NO BREACH OF ATTORNEY-CLIENT OR WORK PRODUCT PRIVILEGE AND TO REDACT ANY SUCH INFORMATION AS APPROPRIATE.**
19. IFC Attorney Signature & Date – Sign, in blue ink, on the line provided. **NOTE:** The signature must be original. Include date of certification
20. IFC Attorney Printed Name - Use first name, middle initial and last name.
21. IFC Bar Number - Provide the bar number of the Attorney.
22. 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.

Indigent for Costs