

Attorneys are now able to submit invoices for reimbursement of ordinary/official witness fees through My JAC.

1. Login to MY JAC and select the Attorney Invoice Submission link to begin.
2. Go to Step 2. Search for and select the open case for which you wish to submit an invoice.
3. Select "Submit a New Invoice for This Case."
4. Use the drop down next to Billing Type to select "Ordinary/Official Witnesses Reimbursement."
5. It is important to fill in all the required fields on the online JAC Invoice.
6. A witness's address is not required for law enforcement.
7. Preview the draft JAC Invoice.
8. Sign if correct.
9. Upload all required documents by selecting your files in the upload document files panel. Follow the upload documents instructions closely.
10. Complete the JAC Online Billing Certification for the final submission of your JAC Invoice.

Troubleshooting: If the draft JAC invoice preview does not work, or you have submitted your JAC invoice and it appears that nothing is happening, please check to make sure all required fields are filled in by scrolling up to view the input fields. Usually incomplete fields will be highlighted and state that they are required. Upon a successful submission, you will receive a window prompt with your invoice tracking number, and an email will be sent to the email address we have on file with a copy of your online JAC Invoice submission and tracking number for your records.

If you need to correct or amend your ordinary/official witness invoice:

- Login to MY JAC.
- Click on Attorney Invoice Submission.
- Go to Step 2 and search for the case.
- Click on the case number.
- Check the box "Amending/Adding Documents, or Responding to an Audit Deficiency to an Existing Invoice for this Case."
- Use the drop down and click on the appropriate tracking number.
- Overwrite or upload appropriate information as appropriate.
- Submit.