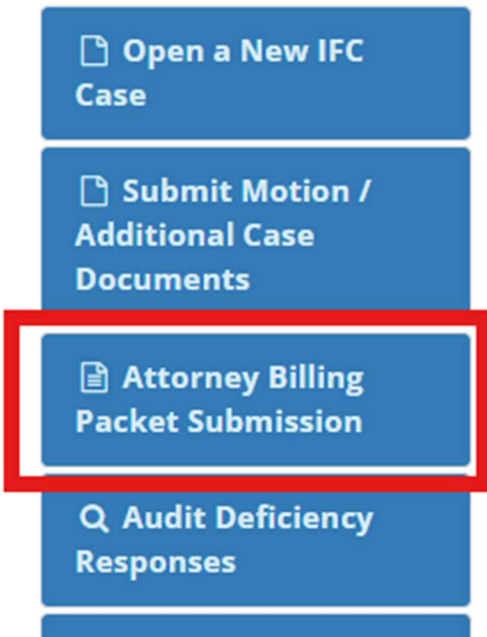




Step-by-Step Guide for submitting an Extraordinary Invoice on a **Criminal Case** for the NEW Attorney Extraordinary Billing Submission System

1. Log in to your MyJAC portal.
2. Click on “Attorney Billing Packet Submission.”
3. Click on “Search a Case for New Billing Packet Submission.”
4. Click the radio button to search either by Case Sequence Number or Defendant Name.
5. Type your search information in the box.
6. Click Search.
7. Click on the blue case number that appears in Step 3.
8. Click on “Submit a New Billing Packet for This Case.”
9. Select Hourly/Final or Hourly/Interim from the drop down.
10. Enter the Invoice Number and Disposition Date. If you have previously been paid a flat fee or are billing for travel expenses or reimbursement expenses, enter the dollar amount in the corresponding boxes.



- Assume Bar ID
- Attorney Home
- Registry Contract
- IFC Contract
- Capital Collateral Contract
- Open a New Appointed Case
- Open a New IFC Case
- Submit Motion / Additional Case Documents

Search Cases for Billing Packet Submission

You must open your Appointed case or your IFC case in the JAC system before submitting a billing packet. Although JAC strives to process new case documents within 24 hours, it may take up to three business days to open a case in the JAC system. You will receive an email confirmation when your new Appointed case opening or your new IFC case opening process has been completed. If you have any questions or concerns, please contact the JAC Online Support Team.

Please let us know how we are doing, send an email to feedback@justiceadmin.org.

Did you receive an Audit Deficiency Notice because of a Title IV-E Form error? **You can now amend the invoice**, instead of submitting a new invoice. Please click on “Amending/Adding Documents, or Responding on an Audit Deficiency” to amend your invoice! After clicking that link, **use the dropdown to select the JAC Tracking #**, you need to amend. Here is a step-by-step guide to amending the invoice for a Title IV-E Form error: [Amending an Invoice for Title IV-E Form error](#)

- Search a Case for New Billing Packet Submission
- Amending/Adding Documents, or Responding on an Audit Deficiency

Search a Case for New Billing Packet Submission

STEP 1

If you have not already opened your case in the JAC system, click on the New Appointed Case Opening Submission button or the New IFC Case Opening Submission button, otherwise, proceed to Step 2 for invoice submission.

New Appointed Case Opening Submission * Not For IFC CASES

New IFC Case Opening Submission

Please be aware that until all case opening documents have been verified and audited, you will not be able to submit any billing packets.

STEP 2

« NOTE: All fields are required for search »

To submit an invoice for an open case, search for the case below. Only opened cases are available for this search. Narrow your search by entering a case sequence number, or by part of the defendant's name (either first or last name, not both).

START HERE TO BEGIN YOUR BILLING PACKET

SEARCH FOR A CASE: by Case Sequence Number (6 digits) by Defendant Name (First OR Last Name - not both)

SEARCH EXAMPLE: if the case number is 02 CF 2013 001234, search for case sequence number 001234, or if defendant's name is John Doe, search for John or, search for Doe.

4293

Search

STEP 3 Select a case number in the view below to submit your invoice and supporting documents for the selected case.

Table with 5 columns: Case Num, Defendant, Description, Order of Appointment, Charging Document. Row 1: 37 CF 2024 004293 0000 XX, BEAU CEEFOUS, FELONY - LIFE, 1/5/2024, Entered.

STEP 4 Submit Billing Packet Documents for this Case Only

Input your invoice number (no larger than 9 characters), select a billing type, and submit supporting documents for this case below. Billing forms can be obtained on the Court-Appointed (CAC) Forms & Rates page on the JAC website. All documents are required and must be either PDF or TIFF file format. Total file size for each submission should not be over 20 MB (megabytes) for all documents. You may add additional documentation by returning to the invoice submission and amending it. Refer to our Guidelines for additional information.

NEW: JAC Invoices have been phased into online invoice billing submission. It is no longer necessary to download and scan a completed JAC Invoice for the submission.

Online Billing Packet Submission Begins Here

Our records indicate you may not have a valid contract with JAC, or your contract may not be registered with the Circuit. If you have not executed a JAC Contract, please go to our Registry Contracts page and submit a new JAC Contract; also contact the Circuit (Circuit Registry Contact List PDF) to ensure you are included in their registry.

Submit a New Billing Packet for This Case (also for attorney reimbursement)

NOTE: For attorney reimbursement, please select the Flat Fee/Criminal billing type from the dropdown and then check the box labeled "Reimbursement Only".

BILLING TYPE: Please Select...

Amending/Adding Documents, or Responding on an Audit Deficiency to an Existing Billing Packet for This Case.

JAC INVOICE - ATTORNEY HOURLY/EXTRAORDINARY FEES, COSTS, OR RELATED EXPENSES ATTORNEY REIMBURSEMENT

Asterisk * indicates required field.

INVOICE NUMBER: * TESTFIN3 DISPOSITION DATE: * 05/27/2026

PRIOR FLAT FEE AMOUNT PAID (Offset): \$ 0.00

TRAVEL EXPENSES/MILEAGE: \$ 0.00

OTHER REIMBURSEMENT EXPENSES: \$ 0.00

Format as number: i.e. 12300.45

Format as number: i.e. 12300.45

Format as number: i.e. 12300.45


New process to add detailed hourly entries

11. To enter your hours, select the radio button for **either** 'In-Court' or 'Out-of-Court.'
12. The drop-down options for Service Type are different depending on your selection of 'In-Court' or 'Out-of-Court' hours.
13. Select the service type from the drop down, enter the service date, rate per hour, hours for the service, and the service description. Click Add Entry.
14. Complete this step for each service entry you need to add.
15. The service description box is limited to 200 characters. If you find your service descriptions are more than 200 characters, you can upload an additional detailed hourly statement in the Miscellaneous Box before invoice submission to provide the necessary details.
16. Note: It does not matter if you enter all of your 'In-Court hours' or 'Out-of-Court hours' in chronological order. The system will automatically organize the entries in chronological order for you.
17. After you add a service, it will be listed below the "Add Entry" button in the Detailed Hourly Invoice section. If you need to edit the entry, you must remove it and then re-add it.
18. The 'In-Court' and 'Out-of-Court' hours are calculated automatically and listed below the Detailed Hourly Invoice. These entries are automatically added to the JAC Invoice. This ensures an accurate calculation.

Hours and Hourly Rate Enter Hours in Tenths (examples: 3, 3.1, 0.8). Enter Hourly Rate (examples: 75, 100).
* Selection of In-Court and/or Out-of-Court Hours and Rate is required.

Please Select: <input checked="" type="radio"/> In-Court <input type="radio"/> Out-of-Court	Service Type: Evidentiary hearing	Service Date: 03/02/2026 <small>Date Format MM/DD/YYYY</small>	Rate per Hour: \$ 75.00 <small>Format as number: i.e. 12300.45</small>	Hours:(in tenths) 1.0	Description: Pre-trial hearing <small>Max 200 chars</small>
--	---	---	---	---------------------------------	--


Add Entry Reset



Hours and Hourly Rate Enter Hours in Tenths (examples: 3, 3.1, 0.8). Enter Hourly Rate (examples: 75, 100).
* Selection of In-Court and/or Out-of-Court Hours and Rate is required.

Please Select: <input type="radio"/> In-Court <input checked="" type="radio"/> Out-of-Court	Service Type: Communication	Service Date: 03/04/2026 <small>Date Format MM/DD/YYYY</small>	Rate per Hour: \$ 75.00 <small>Format as number: i.e. 12300.45</small>	Hours:(in tenths) 1.0	Description: Phone call with de <small>Max 200 chars</small>
--	---------------------------------------	---	---	---------------------------------	---

Add Entry Reset



Hours and Hourly Rate Enter Hours in Tenths (examples: 3, 3.1, 0.8). Enter Hourly Rate (examples: 75, 100).

* Selection of In-Court and/or Out-of-Court Hours and Rate is required.

Please Select: In-Court Out-of-Court

Service Type:

Service Date:

Rate per Hour:

Hours:(in tenths)

Description:

Detailed Hourly Invoice							
In-Court/Out-of-Court	Service Type	Service Date	Rate	Hours	Description	Additional Description	Subtotal
In-Court	Evidentiary hearing	3/2/2026	\$75.00	1.0	Pre-trial hearing		\$75.00 <input type="button" value="Remove"/>
Out-of-Court	Communication	3/4/2026	\$75.00	1.0	Phone call with defendant.		\$75.00 <input type="button" value="Remove"/>
Sum:				2.0			\$150.00

Detailed Hourly Invoice Summary by In-Court/Out-of-Court			
In-Court/Out-of-Court	Rate per Hour	Hours	Subtotal
In-Court	\$75.00	1.0	\$75.00
Out-of-Court	\$75.00	1.0	\$75.00

IN-COURT: *	OUT-OF-COURT: *
<p>HOURS IN TENTHS: <input type="text" value="1.0"/></p> <p>HOURLY RATE: <input type="text" value="\$ 75.00"/> <input type="text" value="Format as number: i.e. 12300.45"/></p>	<p>HOURS IN TENTHS: <input type="text" value="1.0"/></p> <p>HOURLY RATE: <input type="text" value="\$ 75.00"/> <input type="text" value="Format as number: i.e. 12300.45"/></p>

19. If your invoice includes multiple case numbers, check the box for multiple cases and add the case numbers.
20. Complete the Multiple Court-Appointed Attorney and Attorney signature Certification steps.
21. Add your signature. **Note: Do not use initials.**
22. You can preview your invoice by clicking “*Preview Draft JAC Invoice.*” The draft invoice will be downloaded by your browser. (See Purple arrow below.)
23. You can also save your billing as a ‘Draft Billing’ to return to letter to complete the billing for submission. (See Green arrow below).

CHECK HERE IF YOU HAVE MULTIPLE CASES

* Selection of Single or Multiple Attorney(s) is required.

SINGLE COURT-APPOINTED ATTORNEY:
 I affirm that I ~~was~~ the only private attorney that was court-appointed to provide representation to the client in the matter identified above.

MULTIPLE COURT-APPOINTED ATTORNEYS:
 I affirm that I was not the only private attorney that was court-appointed to provide representation to the client in the matter identified above. At some point in time, the following private attorneys were previously, simultaneously or subsequently court-appointed:


Attorney Certification and Preview Draft *Required

I certify that I am the attorney appointed in this matter.


I certify that I have been directed and authorized to file this billing on behalf of the attorney appointed in this matter.


ATTORNEY OR REPRESENTATIVE SIGNATURE:

DO NOT USE INITIALS



Preview Draft JAC Invoice





Save Draft Billing Packet

24. The **Disposition Document**, **Extraordinary Fee Explanatory Statement**, and **Court Docket** are required documents to submit an extraordinary invoice. Choose each file from your computer to upload these documents to the *MyJAC* portal.

SUPPORTING DOCUMENTATION

UPLOAD DOCUMENT FILES Submit each document into its appropriately labeled upload field.

IMPORTANT: When submitting online documents, please submit them as separate files, i.e., the Order of Appointment should be submitted separately from the Charging document. Do not create separate files for each page of the document. Please submit each document file in the appropriately named upload field textbox, or payment may be delayed.

Submit Disposition: File Name: *TEST.pdf*
File Size: 20.22KB

Choose File

Submit Court Order for Costs:

Choose File

Submit Extraordinary Fee Explanatory Statement: File Name: *TEST.pdf*
File Size: 20.22KB

Choose File

Submit Dockets: File Name: *TEST.pdf*
File Size: 20.22KB

Choose File

Submit Order to Pay: (Attorney Fees Only)

Choose File

Submit Fee Waiver: (optional)

Choose File

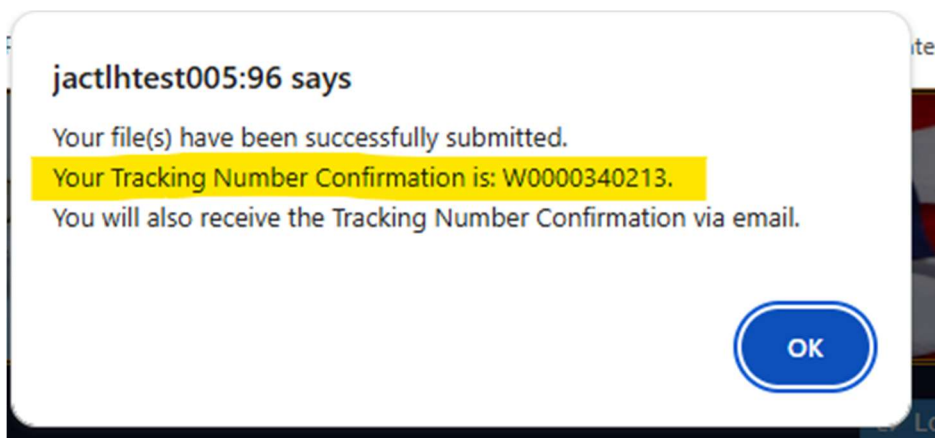
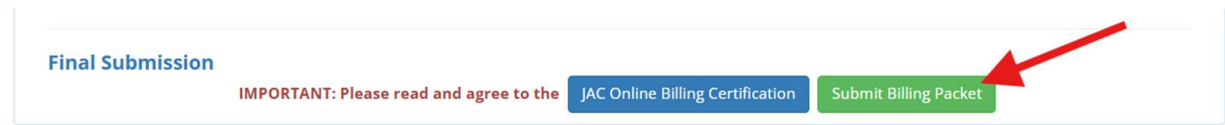
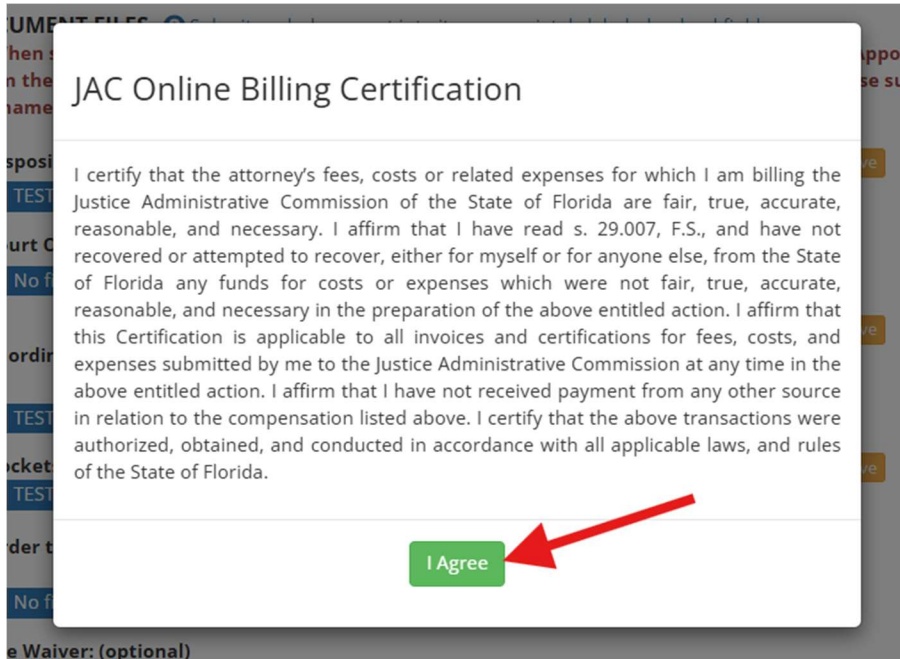
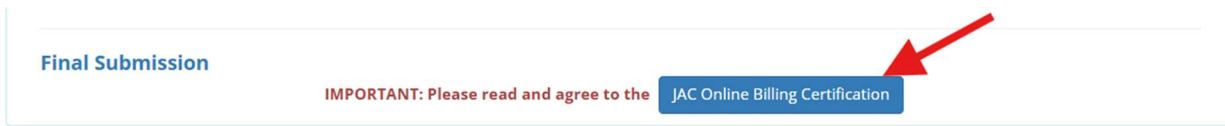
Submit Miscellaneous: (optional)

Choose File

Total File Size: 60.66KB

Help on file size(s) for submission

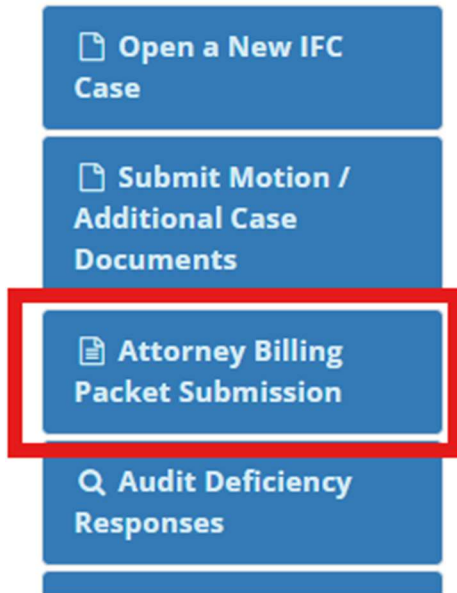
25. Click the “JAC Online Billing Certification” button. A pop-up will appear with the Certification.
26. Read the Certification information and click Agree.
27. The “Submit Billing Packet” button will appear. Click the button.
28. Once your invoice has been submitted, a pop-up will appear with the JAC Tracking Number.
29. Thereafter, Click Okay.





Step-by-Step Guide for submitting an Extraordinary Invoice on a Dependency/TPR Case for the NEW Attorney Extraordinary Billing Submission

- 1. Log in to your MyJAC portal.
- 2. Click on "Attorney Billing Packet Submission."
- 3. Click on "Search a Case for New Billing Packet Submission."
- 4. Click the radio button to search either by Case Sequence Number or Defendant Name.
- 5. Type your search information in the box.
- 6. Click Search.
- 7. Click on the blue case number that appears in Step 3.
- 8. Click on "Submit a New Billing Packet for This Case."
- 9. Select Hourly/Final or Hourly/Interim from the drop down.
- 10. Enter the Invoice Number and Disposition Date. If you have previously been paid a flat fee, are billing for travel expenses or reimbursement expenses, enter the dollar amount in the corresponding boxes.



Search Cases for Billing Packet Submission

You must open your Appointed case or your IFC case in the JAC system before submitting a billing packet. Although JAC strives to process new case documents within 24 hours, it may take up to three business days to open a case in the JAC system. You will receive an email confirmation when your new Appointed case opening or your new IFC case opening process has been completed. If you have any questions or concerns, please contact the JAC Online Support Team.
Please let us know how we are doing, send an email to feedback@justiceadmin.org.

Did you receive an Audit Deficiency Notice because of a Title IV-E Form error? **You can now amend the invoice**, instead of submitting a new invoice. Please click on "Amending/Adding Documents, or Responding on an Audit Deficiency" to amend your invoice! After clicking that link, **use the dropdown to select the JAC Tracking #**, you need to amend. Here is a step-by-step guide to amending the invoice for a Title IV-E Form error: Amending an Invoice for Title IV-E Form error



Search a Case for New Billing Packet Submission

STEP 1

If you have not already opened your case in the JAC system, click on the New Appointed Case Opening Submission button or the New IFC Case Opening Submission button, otherwise, proceed to **Step 2** for invoice submission.

[New Appointed Case Opening Submission](#) * Not For IFC CASES

[New IFC Case Opening Submission](#)

Please be aware that until all case opening documents have been verified and audited, you will not be able to submit any billing packets.

STEP 2

« NOTE: All fields are required for search »

To submit an invoice for an open case, search for the case below. Only opened cases are available for this search. Narrow your search by entering a case sequence number, or by part of the defendant's name (either first or last name, not both).

START HERE TO BEGIN YOUR BILLING PACKET

SEARCH FOR A CASE: by Case Sequence Number (6 digits)
 by Defendant Name (First OR Last Name - not both)

SEARCH EXAMPLE: if the case number is 02 CF 2013 001234, search for case sequence number 001234, or if defendant's name is John Doe, search for John or, search for Doe.

3122

Search

STEP 3 Select a case number in the view below to submit your invoice and supporting documents for the selected case.

Case Num	Defendant	Description	Order of Appointment	Charging Document
37 DP 2025 003122 TPR 0000 XX	JO BEAU CEEFOUS	TPR (Ch. 39, F.S.)	10/23/2025	Entered

STEP 4 Submit Billing Packet Documents for this Case Only

Input your invoice number (no larger than 9 characters), select a billing type, and submit supporting documents for this case below. Billing forms can be obtained on the Court-Appointed (CAC) Forms & Rates page on the JAC website. All documents are required and must be either PDF or TIFF file format. Total file size for each submission should not be over 20 MB (megabytes) for all documents. You may add additional documentation by returning to the invoice submission and amending it. Refer to our [Guidelines](#) for additional information.

NEW: JAC Invoices have been phased into online invoice billing submission. It is no longer necessary to download and scan a completed JAC Invoice for the submission.

[Online Billing Packet Submission Begins Here](#)

! Our records indicate you may not have a valid contract with JAC, or your contract may not be registered with the Circuit. If you have not executed a JAC Contract, please go to our [Registry Contracts page](#) and submit a new JAC Contract; also contact the Circuit ([Circuit Registry Contact List PDF](#)) to ensure you are included in their registry.

Submit a New Billing Packet for This Case (also for attorney reimbursement)

NOTE: For attorney reimbursement, please select the Flat Fee/Criminal billing type from the dropdown and then check the box labeled "Reimbursement Only".

BILLING TYPE:

Please Select...

JAC INVOICE - ATTORNEY HOURLY/EXTRAORDINARY FEES, COSTS, OR RELATED EXPENSES ATTORNEY REIMBURSEMENT

Asterisk * indicates required field.

INVOICE NUMBER: *

TPRTEST2

DISPOSITION DATE: *

05/28/2026

PRIOR FLAT FEE AMOUNT PAID (Offset):

\$ 0.00

Format as number: i.e. 12300.45

TRAVEL EXPENSES/MILEAGE:

\$ 0.00

Format as number: i.e. 12300.45

OTHER REIMBURSEMENT EXPENSES:

\$ 0.00

Format as number: i.e. 12300.45

11. If you are submitting an extraordinary invoice on a TPR case, you **must** complete the new TPR Certification section. You must select the radio button for **EITHER** “The Petition for Termination of Parental Rights was denied or dismissed” **OR** “The Petition for Termination of Parental Rights was granted.” If you select that the Petition was denied or dismissed, no other radio buttons will appear. If you select that the Petition was granted, then the remaining required information for the Certification will appear. Select the accurate remaining two radio buttons.

TPR CERTIFICATION

Pursuant to s. 27.5304(6)(b)(1)(a) and (b), F.S., I hereby certify the following:

- The Petition for Termination of Parental Rights was denied or dismissed.
- The Petition for Termination of Parental Rights was granted.

TPR CERTIFICATION

Pursuant to s. 27.5304(6)(b)(1)(a) and (b), F.S., I hereby certify the following:

- The Petition for Termination of Parental Rights was denied or dismissed.
- The Petition for Termination of Parental Rights was granted.

TPR CERTIFICATION

Pursuant to s. 27.5304(6)(b)(1)(a) and (b), F.S., I hereby certify the following:

- The Petition for Termination of Parental Rights was denied or dismissed.
- The Petition for Termination of Parental Rights was granted.

If the petition for Termination of Parental Rights was granted then I further certify the following:

A. Contact with parent(s)

- I have been unable to contact the parent(s). I have made diligent efforts to locate the parent(s).
- I have discussed grounds for appeal with the parent(s).

B. Appeal


- No appeal will be filed.
- A notice of appeal and a motion for appointment of appellate counsel containing the signature of the parent have been filed.

New process to add detailed hourly entries

12. To enter your hours, select the radio button for **either** 'In-Court' or 'Out-of-Court.'
13. The drop-down options for Service Type are different depending on your selection of 'In-Court' or 'Out-of-Court' hours
14. Select the service type from the drop down, enter the service date, rate per hour, hours for the service, and the service description. Click Add Entry.
15. Complete this step for each service.
16. The service description box is limited to 200 characters. If you find your service descriptions are more than 200 characters, you can upload an additional detailed hourly statement in the Miscellaneous box before invoice submission.
17. Note: It does not matter if you enter all of your In-Court hours or Out-of-Court hours in chronological order. The system will automatically organize the entries in chronological order for you.
18. After you add a service, it will be listed below the Add Entry button in the Detailed Hourly Invoice section. If you need to edit the entry, you must remove it and then re-add it.
19. The 'In-Court' and 'Out-of-Court' hours are calculated automatically and listed below the Detailed Hourly Invoice. These entries are automatically added to the JAC Invoice.


Hours and Hourly Rate Enter Hours in Tenths (examples: 3, 3.1, 0.8). Enter Hourly Rate (examples: 75, 100).

* Selection of In-Court and/or Out-of-Court Hours and Rate is required.

Please Select: <input checked="" type="radio"/> In-Court <input type="radio"/> Out-of-Court	Service Type: Judicial review (Dv)	Service Date: 02/02/2026 <small>Date Format MM/DD/YYYY</small>	Rate per Hour: \$ 75.00 <small>Format as number: i.e. 12300.45</small>	Hours:(in tenths) 1.0	Description: Attended JR Heari <small>Max 200 chars</small>
 <input type="button" value="Add Entry"/> <input type="button" value="Reset"/>					

Hours and Hourly Rate Enter Hours in Tenths (examples: 3, 3.1, 0.8). Enter Hourly Rate (examples: 75, 100).

* Selection of In-Court and/or Out-of-Court Hours and Rate is required.

Please Select: <input type="radio"/> In-Court <input checked="" type="radio"/> Out-of-Court	Service Type: Communication	Service Date: 02/05/2026 <small>Date Format MM/DD/YYYY</small>	Rate per Hour: \$ 75.00 <small>Format as number: i.e. 12300.45</small>	Hours:(in tenths) 1.0	Description: Phone call with fa <small>Max 200 chars</small>
 <input type="button" value="Add Entry"/> <input type="button" value="Reset"/>					

Hours and Hourly Rate Enter Hours in Tenths (examples: 3, 3.1, 0.8). Enter Hourly Rate (examples: 75, 100).

* Selection of In-Court and/or Out-of-Court Hours and Rate is required.

Please Select: In-Court Out-of-Court

Service Type:

Service Date:
Date Format: MM/DD/YYYY

Rate per Hour:
Format as number: i.e. 12300.45

Hours:(in tenths)

Description:
Max 200 chars

Detailed Hourly Invoice							
In-Court/Out-of-Court	Service Type	Service Date	Rate	Hours	Description	Additional Description	Subtotal
In-Court	Judicial review (Dependency/TPR)	2/2/2026	\$75.00	1.0	Attended JR Hearing		\$75.00
Out-of-Court	Communication	2/5/2026	\$75.00	1.0	Phone call with father.		\$75.00
Sum:				2.0			\$150.00



Detailed Hourly Invoice Summary by In-Court/Out-of-Court			
In-Court/Out-of-Court	Rate per Hour	Hours	Subtotal
In-Court	\$75.00	1.0	\$75.00
Out-of-Court	\$75.00	1.0	\$75.00

IN-COURT: *

HOURS IN TENTHS:

HOURLY RATE:
Format as number: i.e. 12300.45



OUT-OF-COURT: *

HOURS IN TENTHS:

HOURLY RATE:
Format as number: i.e. 12300.45



20. If your invoice includes multiple case numbers, check the box for multiple cases and add the case numbers.
21. Complete the Multiple Court-Appointed Attorney Certification step.

CHECK HERE IF YOU HAVE MULTIPLE CASES

* Selection of Single or Multiple Attorney(s) is required.

SINGLE COURT-APPOINTED ATTORNEY:
I affirm that I was the only private attorney that was court-appointed to provide representation to the client in the matter identified above.

MULTIPLE COURT-APPOINTED ATTORNEYS:
I affirm that I was not the only private attorney that was court-appointed to provide representation to the client in the matter identified above. At some point in time, the following private attorneys were previously, simultaneously or subsequently court-appointed:

22. If you are submitting the first invoice on the case, you **MUST** accurately enter the children’s information for the Title IV-E Form. Please ensure the name(s), date of birth(s), placement, and hearing information are accurate.
23. If you are submitting an extraordinary invoice after you have already been paid the flat fee, you will be able to select the children already listed on the case. After clicking Select, you will update the Current Placement and Hearing Type by selecting the correct option from the drop down, and the Hearing Date by selecting the correct date using the pop-up calendar.

CHILD INFORMATION FOR TITLE IV-E FORM

Please see below the children associated with prior billing. Click on the Select button to auto-populate the children for the current billing. Only children selected and/or entered below will be included on the TITLE IV-E Form.

Last Name	First Name	Date of Birth	Current Placement:	
CEEFOUS	BEAU	04/06/2022	Relative Placement	<div style="border: 2px solid red; padding: 2px 10px; display: inline-block;">Select</div>

(*Only children selected above and/or entered below will be included on the TITLE IV-E Form. The child information must match the Petition, or an Order Changing the Case Style, or the Birth Certificate. For examples and reference guide click here: [Petition](#) or [Title IV-E Guide](#))

Last Name:

*No suffix or middle initials

First Name:

*No suffix or middle initials

Birth Date:

Date Format: MM/DD/YYYY

Current Placement:

Hearing Type:

*Must match the disposition document.

Hearing Date:

*Must match the disposition document. Date Format: MM/DD/YYYY

Add Entry

Reset

24. After you have added a child, you can edit any of the information listed for the child. An edit and delete button will appear. Once you click edit, you will be able to edit the last name, first name, birth date, current placement, hearing type, and hearing date. After you have made your edits, click Update.
25. Please ensure that all children required on the form are listed and all of the information is correct. Then click the check box to certify the information is accurate.

CHILD INFORMATION FOR TITLE IV-E FORM

(*Only children selected above and/or entered below will be included on the TITLE IV-E Form. The child information must match the Petition, or an Order Changing the Case Style, or the Birth Certificate. For examples and reference guide click here: [Petition](#) or [Title IV-E Guide](#))

Last Name: <input type="text"/> <small>*No suffix or middle initials</small>	First Name: <input type="text"/> <small>*No suffix or middle initials</small>	Birth Date: Format: MM <input type="text"/> <input type="text"/> Date Format: MM/DD/YYYY	Current Placement: -SELECT- <input type="text"/>	Hearing Type: -Select- <input type="text"/>	Hearing Date: Format: MM <input type="text"/> <input type="text"/> Date Format: MM/DD/YYYY <small>*Must match the disposition document.</small>
<input type="button" value="Add Entry"/> <input type="button" value="Reset"/>					

Children being reported for the current billing						
Last Name	First Name	Birth Date	Current Placement	Hearing Type	Hearing Date	Action
CEEFOUS	BEAU	4/6/2022	Licensed Foster Case Placement	Termination of Parental Rights	5/28/2026	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

IMPORTANT: I hereby certify that I have accurately reported all children involved in the current billing and the status of all of my client's children involved in this case.

26. Complete the Attorney signature Certification step.
27. Add your signature. **Note: Please do not use initials.**
28. You can preview your invoice by clicking “*Preview Draft JAC Invoice.*” The draft invoice will be downloaded by your browser. (Purple arrow)
29. You can also save your billing as a draft to come back to later. (Green arrow).

Attorney Certification and Preview Draft *Required

- I certify that I am the attorney appointed in this matter.
- I certify that I have been directed and authorized to file this billing on behalf of the attorney appointed in this matter.

ATTORNEY OR REPRESENTATIVE SIGNATURE:

DO NOT USE INITIALS

30. The **Disposition Document**, **Extraordinary Fee Explanatory Statement**, and **Court Docket** are required documents to submit an extraordinary invoice. Choose each file from your computer to upload the documents to the *MyJAC* portal.

SUPPORTING DOCUMENTATION

UPLOAD DOCUMENT FILES [?](#) Submit each document into its appropriately labeled upload field.

IMPORTANT: When submitting online documents, please submit them as separate files, i.e., the Order of Appointment should be submitted separately from the Charging document. Do not create separate files for each page of the document. Please submit each document file in the appropriately named upload field textbox, or payment may be delayed.

Submit Disposition: File Name: *TEST.pdf* [Remove](#)
 TEST.pdf File Size: 20.22KB

Submit Court Order for Costs:
 No file chosen

Submit Extraordinary Fee Explanatory Statement: File Name: *TEST.pdf* [Remove](#)
 TEST.pdf File Size: 20.22KB

Submit Dockets: File Name: *TEST.pdf* [Remove](#)
 TEST.pdf File Size: 20.22KB

Submit Order to Pay: (Attorney Fees Only)
 No file chosen

Submit Fee Waiver: (optional)
 No file chosen

Submit Miscellaneous: (optional)
 No file chosen


Total File Size: 60.66KB

[?](#) Help on file size(s) for submission

31. Click the “JAC Online Billing Certification” button. A pop-up will appear with the Certification.
32. Read the Certification information and click Agree.
33. The “Submit Billing Packet” button will appear. Click the button.
34. Once your invoice has been submitted, a pop-up will appear with the JAC Tracking Number.
35. Click Okay.

Final Submission

IMPORTANT: Please read and agree to the JAC Online Billing Certification



JAC Online Billing Certification

I certify that the attorney's fees, costs or related expenses for which I am billing the Justice Administrative Commission of the State of Florida are fair, true, accurate, reasonable, and necessary. I affirm that I have read s. 29.007, F.S., and have not recovered or attempted to recover, either for myself or for anyone else, from the State of Florida any funds for costs or expenses which were not fair, true, accurate, reasonable, and necessary in the preparation of the above entitled action. I affirm that this Certification is applicable to all invoices and certifications for fees, costs, and expenses submitted by me to the Justice Administrative Commission at any time in the above entitled action. I affirm that I have not received payment from any other source in relation to the compensation listed above. I certify that the above transactions were authorized, obtained, and conducted in accordance with all applicable laws, and rules of the State of Florida.

I Agree



Final Submission

IMPORTANT: Please read and agree to the

JAC Online Billing Certification

Submit Billing Packet



jactlhtest005:96 says

Your file(s) have been successfully submitted.

Your Tracking Number Confirmation is: W0000340214.

You will also receive the Tracking Number Confirmation via email.

OK

