



Checklist for Court Reporters Billing Appellate Transcripts

A court reporter should gather the following information and documentation before beginning a billing packet in *MyJAC*. The case must be opened by the attorney (or pro se defendant) before the court reporter will have access to the case.*

The following information is required on the JAC Invoice:

- ☐ Attorney's name and bar ID (if the Defendant is pro se, then the Defendant's name);
- ☐ County with case jurisdiction;
- ☐ Case number;
- ☐ Defendant's name;
- ☐ Vendor's name (the JAC Invoice pre-populates with information from the vendor's *MyJAC* account);
- ☐ Payee tax ID number (the JAC Invoice pre-populates with information from the vendor's *MyJAC* account);
- ☐ Invoice number (created by the vendor for their accounting purposes);
- ☐ Court Reporter's name;
- ☐ Name/type of hearing;
- ☐ Date of proceeding(s)/hearing(s);
- ☐ Order date;
- ☐ Number of pages billed;
- ☐ Expedited service (If expedited rates are billed, the motion and order must specify the rate type; e.g., overnight or 5-day). Motions/orders that do not provide a specific rate type default to the standard rate;
- ☐ Total amount billed;
- ☐ Vendor printed name, signature, and date; and
- ☐ Attorney's printed name, signature and date (If the defendant is pro se, the signature of defendant or standby counsel).

Required Documents (in PDF or Tiff format):

- ☐ Notice of Appeal, if not previously provided; and
- ☐ Invoice, if needed to provide all required information above; and
- ☐ Order/Designation date (A motion and order authorizing transcription may be utilized in lieu of the Designation to Court Reporter. It must include the date(s) of all proceedings(s)/hearing(s) to be transcribed and must match those listed on the JAC Invoice.)

Notes:

1. **For appellate transcripts ONLY.** The **COURT REPORTER** may email the following **required** documents to pleadings@justiceadmin.org to open an appellate case **ONLY** when the lower court case is not on file with JAC and the Public Defender or Regional Counsel is appointed at the appellate level:

- ☐ Open Appellate Case form
https://www.justiceadmin.org/court_app_counsel/Forms/Request%20to%20Open%20Appellate%20Case.pdf;
 - ☐ Notice of Appeal; **and**
 - ☐ Designation to Court Reporter: The designation should list all date(s) of proceedings to be transcribed.
2. Information regarding who pays for appellate transcripts is located at https://www.justiceadmin.org/court_app_counsel/Payment%20of%20Appellate%20Transcripts.pdf
 3. The billing packet is not received by JAC until the attorney certifies and submits it to JAC. The vendor will receive email confirmation at that time. Billing packets deemed to be untimely received are subject to penalty according to the JAC contracts.

BILLING QUESTIONS?

Please email any questions to onlinesupportteam@justiceadmin.org.