



Checklist for Court Reporters Billing Video Services

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;
- The vendor's name (the JAC Invoice pre-populates with information from the vendor's *MyJAC* account);
- The 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);
- Videographer's name;
- Deponent/witness name(s);
- Date of the deposition
- Check box to indicate the witness is a minor (under 18 years), if applicable;
- Service date;
- Start time and end time;
- Total amount billed (actual time in 10ths of an hour);
- Travel or other reimbursement costs (motion/court order required if applicable. See https://www.justiceadmin.org/court_app_counsel/formsandrates.aspx#travel for important information about authorized travel);
- 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):

- Invoice that provides all required information above;
- Notice of Taking Deposition; **and**
- Motion and order authorizing video deposition (unless it is a minor witness – under 18): **Must** include the date of the deposition and the name(s) of all deponent(s) to be transcribed and **must** match the name(s) of all deponent(s) listed the JAC Invoice.

Note: 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.