



## Checklist for Expert Billing

**An expert 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 expert 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);
- ☐ Expert's name;
- ☐ Expert type;
- ☐ Service Type: Hourly services and/or Flat services;
- ☐ For hourly services: the rate category, rate, and hours;
- ☐ For flat fee/testing services: the service type, rate, and units to be billed;
- ☐ Travel or other reimbursement costs if applicable;
- ☐ Check Final Billing if applicable;
- ☐ 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):

- ☐ **Detailed** hourly invoice/statement with service descriptions, date(s) of service, and hour(s) of services in tenths of an hour. See the [Chart for billing in tenths](#). Services relating to the review of documents and discovery must list the specific type of documents being reviewed with the number of pages being reviewed; **OR**
- ☐ Flat fee statement with the date of service, name of defendant, and fee amount; and
- ☐ Motion/Order authorizing expert services: Must include hourly rate(s) when rate(s) differ from circuit (established) rates and maximum amount allowed (cap); and
- ☐ Motion/Order authorizing travel or other reimbursement costs if applicable. See [https://www.justiceadmin.org/court\\_app\\_counsel/formsandrates.aspx#travel](https://www.justiceadmin.org/court_app_counsel/formsandrates.aspx#travel) for important information about authorized travel); and
- ☐ Receipt showing zero balance or proof of payment; i.e. the front and back of a cancelled check, if applicable.

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](mailto:onlinesupportteam@justiceadmin.org).**