



## Checklist for Investigators and Process Servers

**An investigator or process server 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 it will be accessible.**

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);
- Name of the lead investigator;
- Name of the investigator(s) who provided services;
- Rate per hour (this information prepopulates from the Vendor License Management page of *MyJAC*)\*;
- Hour(s) of services (billed in hours and tenths)\*\*;
- Services date(s);
- Type of service(s);
- Detailed description of services\*\*\*;
- For service of process: the number and cost per subpoena, and the name of the individual(s) and date(s) served;
- Check Final Billing, if applicable\*\*\*\*;
- Total amount billed;
- Vendor's signature and date; and
- Attorney's signature and date (If the defendant is pro se, the signature of defendant or standby counsel).

Notes:

**\* As of July 1, 2023, the rate for Investigators with Class C (Private Investigator) licenses is \$50 per hour. The rate for Investigator Interns with Class CC (Private Investigator Intern) licenses is \$30 per hour.**

\*\* When billing more than 10 hours on a single date or more than 50 hours in a calendar week (Sunday through Saturday), an explanation must be provided regarding the particularized need for billing those hours.

\*\*\* Services relating to witness(es) must include names or initials of the witness(es). 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.

\*\*\*\* A total billing amount less than \$500 cannot be submitted unless it is marked as the final bill.

Required Documents (in PDF or Tiff format):

- Motion/Order authorizing investigator services: Must include maximum amount allowed (cap);

- Motion and Order authorizing service of process listing the specific individuals being served and justification as to why the Sheriff's Office cannot be used for service of process. It must set forth the exceptional circumstances warranting use of a private process server;
- For service of process: Signed return/affidavit of service including the name(s), date(s), address of individuals served, the type of service, and the date of the hearing date, time, and location of where the individual needs to appear. If this information is not included in the return of service, a copy of the subpoena should also be provided.
- If applicable, a Motion/Order authorizing travel or other reimbursement costs. 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).**