



## Checklist for Reimbursement of Copies/Other Expenses

**An attorney or due process provider may be reimbursed for costs associated with obtaining documents with limited exceptions. In order to obtain reimbursement, the expense must be supported by a court order, a detailed vendor invoice, and proof of payment.**

The following information is required for the Voucher Cover:

- ☐ Attorney's name and bar ID;
- ☐ Case number;
- ☐ County and Circuit;
- ☐ Defendant name;
- ☐ Invoice Number (For attorney reimbursement only); and
- ☐ FEIN Number.

Required Documents (in PDF or Tiff format):

- ☐ JAC Invoice (created electronically via *MyJAC*);
- ☐ Detailed Vendor Invoice (Document Type, Number of Copies, Total amount paid);
- ☐ Signed Court Order (**must** indicate the amount authorized to obtain such documents, with the applicable rate pursuant to Statute **and** a Maximum Cap Amount); **and**
- ☐ Proof of Payment (e.g. Cashed Check, Receipts, credit card statement).

**\*Medical Records:** For medical records, the rate can be up to amounts allowable under s. 395.3025, F.S., generally \$1 per page. For other records, the amounts allowable under s. 92.153, F.S., apply: \$0.15 per page and \$10 per hour for research and retrieval.

**\*State and County Entities:** Reimbursement of records for state entities or county entities do not require a JAC Due Process Contract. The state or county entity must submit the billing using the Copies and Other Services Voucher Cover.

The form is found at [https://www.justiceadmin.com/court\\_app\\_counsel/Forms/copies-and-other-svcs.pdf](https://www.justiceadmin.com/court_app_counsel/Forms/copies-and-other-svcs.pdf). Please use your 21 digit FLAIR code and submit the billing via U.S. mail. For invoices from state entities, such as the sheriff, Department of Corrections, or the state attorney's office, JAC processes for payment the amount charged.

**\*Clerk of Court and Copies Costs:** JAC does not process for payment reimbursement for documents obtained from the local clerk of court. Under ss. 57.081 and 28.345, F.S., the clerk should not require prepayment to provide copies of court documents requested by indigent persons or their attorneys. It is the responsibility of the attorney to take the steps necessary to have any charges waived. This applies to reimbursement requests from the attorney or a due process provider. JAC will reimburse an attorney or due process provider for out-of-county clerk charges where there is a detailed court order.

### BILLING QUESTIONS?

**Please email any questions to [onlinesupportteam@justiceadmin.org](mailto:onlinesupportteam@justiceadmin.org).**