



Checklist for Reimbursement of Ordinary/Official Witness(s)

An Attorney or Witness should gather the following information and documentation before beginning a billing packet. JAC will only make direct payment to a witness when the amount sought is at least \$50. For matters involving ordinary or official witness fees of less than \$50, payment will be through reimbursement to the attorney only.

The following information is required:

- ☐ Attorney's name and bar ID;
- ☐ Witness Name;
- ☐ Payee Social Security Number; OR if Official Witness (law enforcement), a number will be provided when billing is received by JAC;
- ☐ Case number;
- ☐ County and Circuit;
- ☐ Defendant name;
- ☐ Witness Address (N/A if law enforcement);
- ☐ Number of days traveled (in county only);
- ☐ Date traveled;
- ☐ Start and end locations;
- ☐ Invoice Number (For attorney reimbursement only);
- ☐ Total amount billed;
- ☐ Witness Signature and Attorney Signature (if the defendant is pro se, the signature of Defendant or Standby Counsel).

Required Documents (in PDF or Tiff format):

- ☐ JAC Invoice - Certification and Request for Payment of Ordinary and Official Witnesses.*
- ☐ If billing \$0.445 or \$0.06 rates for mileage,** a Department of Financial Services Travel Voucher is required with 2 signatures (Ordinary Witness, as traveler, and Attorney, as the supervisor).
- ☐ FDOT City to City Mileage map.*** Applies only to witnesses billing mileage in criminal cases who reside out-of-county and more than 50 miles from the courthouse or other location.
- ☐ Proof of payment (a copy of canceled check is required only for attorneys seeking reimbursement - front and back of the check must be provided).

*For Attorney Reimbursement: Attorneys create and submit the JAC Billing packet via their MyJAC account.

For Witness Reimbursement: The JAC Billing Packet must be certified by the attorney and mailed to JAC: Justice Administrative Commission, 227 N. Bronough Street, Suite 2100 Tallahassee, FL 32301-1380. Witnesses may access the form at:

https://www.justiceadmin.org/court_app_counsel/Forms/ordinarywitness.pdf.

**Mileage must be rounded down.

***Law enforcement witnesses are not required to disclose home address (home address may be redacted), but must still provide a map with mileage.

BILLING QUESTIONS?

Please email any questions to onlinesupportteam@justiceadmin.org.