



## Court-Appointed Registry Attorney Guide

### Overview

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Pursuant to s. 27.40(3), F.S., the Chief Judge of each circuit selects attorneys for inclusion in the circuit's registry of private counsel which represent indigent persons entitled to court-appointed counsel in criminal and civil proceedings. Each fiscal year, all attorneys approved for inclusion on a circuit's registry must execute the JAC Registry Contract (contract) for the current fiscal year in order to receive compensation through JAC. JAC does not select or recommend attorneys for inclusion on a circuit's private court-appointed registry. Attorneys seeking to be included on a circuit's court-appointed registry must contact circuit registry personnel to obtain an application. Similarly, to be removed from a circuit registry, attorneys must also contact the circuit registry personnel. A listing of each circuit's registry personnel can be found here: Circuit Registry Contact List. Failure to execute a contract in a timely fashion may result in an attorney being removed from the registry. For more detailed information and requirements, please visit our website at: [https://www.justiceadmin.org/court\\_app\\_counsel/agreementscontracts.aspx](https://www.justiceadmin.org/court_app_counsel/agreementscontracts.aspx).

### Getting Started – To Obtain a JAC Registry Contract

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1. Submit your registration request to JAC and obtain your Registration Code: <https://www.justiceadmin.org/login/register.aspx>
2. Create a *MyJAC* username and password once you receive your registration code: <https://www.justiceadmin.org/login/register.aspx?step=2>
3. Apply for a Federal Employer Identification Number (FEIN). If you do not already have a FEIN, you may apply for one without charge at: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
4. Submit a Substitute W-9 Form to the Florida Department of Financial Services (DFS): <https://flvendor.myfloridacfo.com/>
5. Submit a Direct Deposit Authorization Form to DFS (Electronic Funds Transfer – EFT): <https://www.myfloridacfo.com/Division/AA/Vendors/>
6. Login to your *MyJAC* account to execute the contract.

### Tips on Contract Submission

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- Turn-off your pop-up blocker.
- Google Chrome is the preferred web browser to use when logging into *MyJAC*. Make sure you are using the latest version of Google Chrome.
- Ensure all required fields are completed. Required fields are indicated with red text, you may need to scroll up to see a missed field.
- Be sure that you check **both** the W9 and EFT certification boxes.



## Things to Note

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- Attorneys sign one statewide Registry contract that is not circuit specific each year. Once an attorney signs the statewide Registry contract, the attorney may be eligible for compensation for all court appointments, including off-registry appointments, from any circuit provided they are on the circuit's court-appointed registry or provide an appropriate off-registry order of appointment.
- Executing the Registry contract does not automatically result in registry appointments. An attorney will still need to seek inclusion in one or more circuits' court-appointed registries in order to receive appointments. The attorney will need to contact the appropriate local court registry personnel for information about applying for inclusion in a circuit court-appointed registry.
- JAC Registry contracts expire at the conclusion of the State Fiscal Year (June 30) and must be renewed annually (on or before July 1).
- It takes at least two (2) business days to process your contract. You will receive an email confirmation once your contract has been approved.
- Attorneys are responsible for ensuring that their contact information on their *MyJAC* profile is accurate and current. To submit a request to update contact information, select "Change Contact Info" on your *MyJAC* home page.

## Model Motions & Orders

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JAC provides several model motions and orders intended to assist attorneys in obtaining court authorization for attorney fees, due process costs (such as court reporter, investigator, interpreter, and expert witness services) and related expenses. These motions and orders contain the language generally necessary for JAC payment purposes but do not address any potential local requirements.

For more information and links to the model motions and orders, please visit:

[https://www.justiceadmin.org/court\\_app\\_counsel/motionorder.aspx](https://www.justiceadmin.org/court_app_counsel/motionorder.aspx).

## Billing & Payment

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JAC's website provides several helpful resources regarding billing and payment information. For helpful documents, guides, frequently used terms, How-To's, Q&A's, and video tutorials, please refer to the Court-Appointed, IFC, and Due Process Information Resources webpage below:

- Court Appointed, IFC, & Due Process - Information Resources:  
<https://www.justiceadmin.org/FAQ/index.aspx>
- JAC Court-Appointed Attorney Billing Flowchart:  
[https://www.justiceadmin.org/court\\_app\\_counsel/attorney\\_fees/payment\\_packet/Attorney%20Billing%20Chart.pdf](https://www.justiceadmin.org/court_app_counsel/attorney_fees/payment_packet/Attorney%20Billing%20Chart.pdf)
- Attorney Fees – Forms & Rates:  
[https://www.justiceadmin.org/court\\_app\\_counsel/formsandrates.aspx#rates](https://www.justiceadmin.org/court_app_counsel/formsandrates.aspx#rates)



- Policies & Procedures for Private Court-Appointed Counsel:  
[https://www.justiceadmin.org/court\\_app\\_counsel/policies/Court-Appointed%20PP%20with%20IFC%20and%20CC%20Final%20101923.pdf](https://www.justiceadmin.org/court_app_counsel/policies/Court-Appointed%20PP%20with%20IFC%20and%20CC%20Final%20101923.pdf)
- Twelve Things Counsel Should Remember About Obtaining Fees for Court-Appointed Work:  
<https://www.justiceadmin.org/FAQ/Training%20Modules/12%20Things%20Counsel%20should%20remember.pdf>
- Guide to Obtaining Attorney Fees:  
<https://www.justiceadmin.org/FAQ/Training%20Modules/GuidetoAttorneyFees.pdf>
- Criminal Hourly Billing Checklist:  
<https://www.justiceadmin.org/faq/Training%20Modules/Checklist%20for%20Criminal%20Hourly%20Attorney%20Billing%20-%20NEW%20-%202023.pdf>
- Dependency Hourly Billing Checklist:  
<https://www.justiceadmin.org/faq/Training%20Modules/Checklist%20for%20Dependency%20Hourly%20Attorney%20Billing%20-%20NEW%20-%202023.pdf>
- Checklist for Reimbursement of Copies/Other Expenses:  
<https://www.justiceadmin.org/faq/Training%20Modules/Checklist%20for%20Reimbursement%20of%20Copies%20and%20Other%20Expenses%20-%20NEW%20-%202023.pdf>

**When a case has reached a billable point, the attorney can submit their billing through their *MyJAC* account:**

- Prior to submitting the billing, the supporting documents will need to be scanned as electronic files. All files must be in PDF or TIFF format only.
- The case must have been previously opened in *MyJAC*. A case can be opened through *MyJAC*'s Case Opening system.
- Search for the opened case and follow the steps on *MyJAC*.
- During the data entry process, a JAC Invoice/Voucher cover will be generated for your electronic signature.
- All electronic document files submitted must be separate and unique.
- Once the billing has been successfully submitted, a confirmation message will appear and a confirmation email will be sent to the email address on file which contains a unique tracking number.
- Please DO NOT mail the billing packet to JAC as duplicate submissions delay payment.

**If you retain the services of a due process vendor such as a court reporter, investigator, expert, etc., and they prefer to be paid directly through JAC, you will be required to review and approve their billings in *MyJAC*:**

- In most instances, due process vendors will complete and submit their billings by generating an electronic JAC Invoice/Voucher Cover online at *MyJAC*. The due process vendor will provide the information necessary to complete the JAC Invoice/Voucher Cover.
- Once a due process vendor submits an electronic JAC Invoice/Voucher Cover, the attorney is notified by email that the billing is pending attorney review.
- The attorney needs to log into *MyJAC*, review the billing and supporting documentation, and then either approve/certify or reject the billing. Attorneys are required to approve/certify or reject due process vendor billings within 10 business days.



- **Approving a billing prepared by a due process vendor is more than a ministerial task.** The attorney approving the billing is certifying that the services on the bill were: (1) satisfactorily performed, (2) necessary for the defendant's legal representation, and (3) are accurate. For transcripts, the attorney is further certifying the number of pages billed. If an attorney has any concerns regarding the accuracy of a billing presented for their approval, the attorney should resolve those concerns with the vendor prior to approving/certifying the billing.
- If the attorney approves/certifies the billing, it is then submitted for review by JAC staff. If the attorney rejects the billing, the vendor will be notified of the reason for the rejection via email. The vendor must contact the attorney to resolve the issue.

## JAC Online Support Team

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The JAC Online Support Team (OST) is a problem-solving unit that responds to questions and issues from court-appointed attorneys and due process vendors, assists with implementation of new procedures, and facilitates the general understanding of JAC policies. The OST is available via email at [onlinesupportteam@justiceadmin.org](mailto:onlinesupportteam@justiceadmin.org) or by phone at (844) 522-5463, or (844) JAC-LINE.

For information on checking the status of an invoice, bill tracking, payments, and more, please visit: <https://www.justiceadmin.org/support/support.aspx>.

## Court-Appointed Newsletter (Points of Interest)

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JAC issues biannual newsletters for court-appointed and IFC attorneys, and due process vendors. These newsletters provide important information, updates, and reminders about various JAC topics, such as JAC funding, contract changes, and new requirements.

For links to the newsletters, please visit: [https://www.justiceadmin.org/jac/jacnews.aspx?show\\_div=2](https://www.justiceadmin.org/jac/jacnews.aspx?show_div=2).

## Contact Information

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JAC Main Number: (850) 488-2415  
JAC Online Support Team: (844) 522-5463  
227 N. Bronough Street, Suite 2100  
Tallahassee, FL 32301-1380

