

In this issue >>>

- Submitting Additional/Subsequent Documents to JAC
- Full Performance Representation
- Court Reporter Billing Updates
- FY 2025-26 Contract Updates
- Billing Questions?

The JAC Commissioners

Diamond Litty, Chair
Public Defender, 19th Judicial Circuit

Kathleen A. Smith
Public Defender, 20th Judicial Circuit

Brian Haas
State Attorney, 10th Judicial Circuit

Jack Campbell
State Attorney, 2nd Judicial Circuit

Spring 2025



A Quarterly Update on Policies, Procedures, and Best Practices

Court-Appointed Bulletin

Court-Appointed and Indigent for Costs Attorneys



A Word From JAC's Executive Director



Alton L. 'Rip' Colvin, Jr.

We are now in the spring season and are releasing another informative quarterly Court-Appointed Bulletin. We hope you find JAC's **Court-Appointed Bulletin** helpful in your billing process. In this issue we address: **Submitting Additional/Subsequent Documents to JAC, New Audit Deficiency Notices, Review Process in Court Reporter Billing, FY 2025-26 Contract Updates, and our Contact Information** if you have any billing questions.

Submitting Additional/Subsequent Documents to JAC

To ensure accurate and efficient processing of case-related documents, we kindly remind you to clearly identify any new submission as an additional/supplemental document when serving JAC. This helps prevent delays and ensures that your materials are correctly categorized and reviewed in a timely manner. All supplemental documents must be served on JAC via pleadings@justiceadmin.org. When submitting supplemental documents, please:

- **Label** the motion title to indicate it is a supplement/additional request (e.g., "Motion to Incur **Additional** Costs for...");
- **Reference** the original motion in your supplemental/additional motion; and
- **Use consistent terminology** to distinguish it from prior filings.

Following these steps will facilitate an accurate and efficient review.

New Audit Deficiency Notice: Full Performance Representation

Starting July 1, 2025, when it appears an attorney is appearing on behalf of another attorney in several instances and there is a possibility of splitting payments, JAC will issue an Audit Deficiency Notice, rather than a Letter to the Court. This Notice will require attorneys to provide further information that JAC may not have access to in order to complete an accurate processing of payment.

Review Process in Court Reporter Billing: Minor Witnesses, Confidential Informants, or Undercover Officers

For instances when deponents are minor witnesses, confidential informants, or undercover law enforcement officers, it is permissible to provide only the initials of these deponents. When reviewing a Court Reporter billing, the attorney must ensure that the court reporter identifies the deponent as a **minor witness (minor)**, **a confidential informant (C.I.)**, or **undercover officer (Undercover)** next to the initials on the billing statement. As JAC is not a party to the court action, this will assist us in notating why the first and last names of the deponent are not indicated as required. If this indication or explanation is not provided with the billing statement, the billing will be returned as an incomplete.

FY 2025-26 Contract Updates

For fiscal year (FY) 2025-26, the Justice Administrative Commission approved six amendments to JAC's contracts for state payment of legal services provided in Court-Appointed and Indigent for Costs (IFC) cases. The amendments are as follows:

1. **Clarifies the requirement that Registry and IFC attorneys provide JAC with complete and up-to-date versions of motions, attachments, proposed orders, or other pleadings requiring JAC review.** *Registry Contract II(14), Capital Collateral Contract II(10); and IFC Contract II(12)*
2. **New – Requires Registry and IFC attorneys and associated due process vendors with JAC Contracts to disclose business relationships with each other.** *Registry Contract II(26); Capital Collateral Contract II(22); IFC Contract II(24); Due Process Contract II(17)*
3. **Clarifies the prohibition on Registry and IFC attorneys sharing office space with associated due process vendors with JAC Contracts.**
Registry Contract II(30); Capital Collateral Contract II(28); IFC Contract II (27); and Due Process Contracts II(19)
4. **Clarifies the requirement that Registry and IFC attorneys seek authorization for due process costs prior to commencement of due process services.**
Registry Contract IV(9); Capital Collateral Contract IV(9); IFC Contract IV(9); and Due Process Contract IV(5)
5. **New – Change to the method of billing multiple activities on the same date.**
Registry Contract V(23); Capital Collateral Contract V(17); and Due Process Contracts V(12)
6. **Clarifies that Clerical Work and Overhead Expenses are not compensable.**
Due Process Contracts III(4)

The FY 2025-26 Contracts will be available on the *MyJAC* portal on Monday, June 16, 2025. In addition to the amendments indicated, JAC has made technical/grammatical corrections to the contracts to promote consistency, delete duplication, and consolidate provisions. Please refer to the FY 2025-26 Contracts JAC Renewal email sent to attorneys and due process vendors on May 14, 2025.

It is the responsibility of the Registry and IFC attorney to read each provision in the Contract prior to signing it. Additionally, **an attorney cannot execute a Registry Contract and work for either a public defender or regional counsel.** If an attorney accepts a position with these offices, the Contract will be terminated effective as of the date the attorney accepted the position. **The attorney must also notify JAC.** If you have questions regarding JAC Contracts, please contact Contracts@Justiceadmin.org.

Billing Questions?

If you have any questions for JAC Court-Appointed, please contact us at OnlineSupportTeam@justiceadmin.org.

We can also be reached via our Contact Form at www.justiceadmin.org.

