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Public Defender, 20<sup>th</sup> Judicial Circuit

**Brian Haas**  
State Attorney, 10<sup>th</sup> Judicial Circuit

**Jack Campbell**  
State Attorney, 2<sup>nd</sup> Judicial Circuit

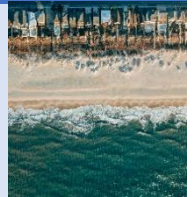
Summer 2025



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.

It is summertime and we 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: **Dependency Petitions**, **New Notice Letter** and **Audit Deficiency Notice**, **Billing for Travel** update, **IFC Updates**, the **launching of a new state accounting system: Florida PALM**, and our **Contact Information** if you have any billing questions.

## Dependency Petition in All Billings in Dependency Cases

Effective July 1, 2025, an attorney must submit the dependency petition on **ALL** billings in dependency cases. This requirement is to ensure any case opened by an attorney qualifies for the first-year dependency flat fee. In some instances, cases are closed at the shelter or dismissed after the shelter, and no dependency petition is filed. In this case, the first-year dependency flat fee does **not** apply. Instead, the "no petition filed" flat fee applies.

JAC will continue to accept the shelter petition and order of appointment when the attorney first opens the case. However, a dependency petition must be filed thereafter, along with other required documents, to seek the first-year dependency flat fee for services.

## New Notice Letter: Billed Less Than Flat Fee

Effective July 1, 2025, JAC will issue a **Notice – Billed Less Than Flat Fee** letter for invoices submitted for less than the flat fee authorized based on the charging document or petition. Historically, JAC has issued a **Letter of Objection – Billed Less Than Flat Fee** letter in this situation. To reduce billing processing time and unnecessary motions, this Notice **removes** the option of filing a Motion for Attorney Fees. Instead, this Notice requires an attorney to amend the billing through the **MyJAC** portal within 30 days. If the billing is not amended, the attorney waives payment of the full flat fee and JAC will process the billing for payment at the billed amount.



## New Audit Deficiency: Attorney Appearance at Disposition

Pursuant to s. 27.5304(8), F.S., and the JAC Registry Contract, a court-appointed attorney may not reassign or subcontract the case to another attorney or allow another attorney to appear at a critical stage of a case who is not on the registry. Starting August 1, 2025, JAC will begin to issue an Audit Deficiency to attorneys that submit a disposition document indicating another attorney appeared at the final disposition hearing. In situations where JAC cannot determine if the other attorney appearing at the hearing was not privately retained by the defendant, an Audit Deficiency will be issued requesting more information and verification that the billing Attorney had good cause for needing coverage at the final disposition hearing. Once the attorney responds to the Audit Deficiency, JAC will determine how to proceed.

## Travel Billing Update: Lodging Rates

Pursuant to Florida law, the daily lodging or hotel rate cannot exceed \$225 per night. Effective July 1, 2025, this limit will no longer include taxes, parking, or resort fees. Therefore, contracted attorneys and due process vendors may bill for a lodging rate of \$225 per night **plus** taxes, parking, and resort fees.

## IFC Case Opening: Affidavit of Attorney Fees

A common reason IFC case-openings are delayed is due to the Affidavit of Attorney Fees missing the amount that the attorney has been “paid-to-date,” out of the estimated total for the attorney fees stated within the affidavit.

One of the factors JAC considers in determining whether to request a hearing is this “paid-to-date” amount. If this amount is missing, JAC may consider an IFC motion deficient as it lacks sufficient information for JAC to make an informed response and a request is then sent to the attorney to submit an amended affidavit. Because this delays JAC’s response to the motion, it is beneficial for attorneys to include this information during their initial IFC case-opening document submission. The model affidavits posted on JAC’s website includes a space for this information.

Please include the estimated total, the amount paid-to-date, and the source of these payments in every Affidavit of Attorney Fees.



## Florida PALM is Coming: New Accounting System for the State

For many years, the State of Florida has managed and issued payments to attorneys, vendors, and others through the FLAIR accounting system. This system will soon reach its ‘end of life,’ and a new system will replace it and move into operation. Florida PALM (Planning, Accounting, and Ledger Management) will be the new system with a tentative launch date in July 2026. As a contracted attorney or due process vendor with JAC, currently, there is nothing you need to do on your end to assist in this process. We will distribute any pertinent or relevant updates or communications necessary to ensure a seamless transition as we work towards shifting to this new accounting system.

## Billing Questions?

If you have any questions for JAC Court-Appointed, please contact us at [OnlineSupportTeam@justiceadmin.org](mailto:OnlineSupportTeam@justiceadmin.org).

We can also be reached via our Contact Form at [www.justiceadmin.org](http://www.justiceadmin.org).

