

In this issue >>>

- Maintaining Contemporaneous Records
- Reminder: Investigator License Requirements
- Detailed Service Descriptions
- Lodging Rates Update
- New Accounting System: Florida PALM
- Billing Questions? Contact Us.

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

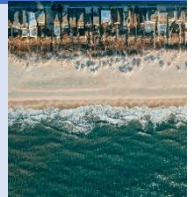
Jack Campbell
State Attorney, 2nd Judicial Circuit

Summer 2025



A Quarterly Update on Policies, Procedures, and Best Practices

Court-Appointed Bulletin Due Process Vendors



A Word From JAC's Executive Director



Alton L. 'Rip' Colvin, Jr.

It is summertime 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: **Maintaining Contemporaneous Records**, a reminder regarding **Investigator License Requirements**, **Service Descriptions**, **Lodging Rates updates**, a new state accounting system: **Florida PALM**, and our **Contact Information** if you have any billing questions.



Reminder: Due Process Vendors with Hourly Invoices to Maintain Contemporaneous Records

Pursuant to Paragraph VIII of the JAC Due Process Contract, a due process vendor must maintain detailed contemporaneous records supporting the time billed.

In order to seek hourly compensation, a due process vendor is contractually obligated to: (1) "maintain appropriate documentation, including contemporaneous and detailed hourly accounting of time spent providing services" to the attorney; and (2) "maintain the records and documents in a manner that enables" the due process vendor and the attorney "to redact information subject to a privilege in order to facilitate and not impede JAC's review of the records and documents." See Paragraphs VIII(1) and (3), JAC Due Process Vendor Contract (Types 1 and 2).

The requirement to maintain a contemporaneous and detailed hourly accounting of time worked on the case (timesheets) is separate and distinct from the requirement to maintain detailed contemporaneous records supporting an accounting of time spent working on the case. Merely maintaining timesheets, even if done contemporaneously, is not sufficient to satisfy the requirement to maintain detailed contemporaneous records.

The due process vendor must maintain supporting documentation that substantiates and verifies the time billed in the timesheets. The supporting documentation may include, but not limited to, the following: Timesheets, Calendar entries, Notation logs, Jail logs related to client visitation or witness interviews; Research or factual notes from discovery or other materials reviewed; and any other records that support the time billed.

Reminder: Investigator Licensing Requirements and Billing

Investigators must have active licenses to provide services under JAC's contract. As an Investigator contracted with JAC, it is your responsibility to ensure your agency 'A' and investigator 'C'/'CC' licenses remain active while providing services under the contract. Investigative agency 'A' licenses are renewed every 3 years, and investigator 'C'/'CC' licenses are renewed every 2 years with the Florida Department of Agriculture and Consumer Services (FDOACS). License status can be verified on the [FDOACS website](#).

When JAC determines that any above-mentioned licenses were inactive during billed services, those billing entries will be rejected and invoices reduced due to an inactive license at the time of services. An Investigator is required to have active 'A' and 'C'/'CC' licenses during the JAC contract time period to ensure compliance with Florida law, JAC Contracts, and JAC Policies and Procedures.

Detailed Service Descriptions Required

For Investigator, Expert, and Mitigation Specialist billings, service descriptions **must** be detailed enough to perform an adequate audit of the Invoice.

This includes, but is not limited to, the following: the total number of pages reviewed; type of media/audio reviewed; names/initials of witnesses; number of research reports; and detailed testing information.

If the service description is adequately detailed to conduct the necessary audit, an audit deficiency notice will be issued requesting more detail. Once this deficiency is cured, the billing process will move towards payment.

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.

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 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 to assist in this process.

We will send any pertinent or relevant correspondence necessary to ensure a seamless transition as we shift to this new accounting system.

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.

