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Summer 2026



A Quarterly Update on Policies, Procedures, and Best Practices

Court-Appointed Bulletin

Court-Appointed & Indigent for Costs Attorneys

A Word From JAC's Executive Director



Alton L. 'Rip' Colvin, Jr.

Welcome to Summer! We are releasing another informative quarterly **Court-Appointed Bulletin** that includes Contract amendments for the FY 2026-27 Contracting season. We hope you find JAC's **Bulletin** helpful in your billing process. In this issue we address: **HTML Files and MAC/Apple computer** emails to JAC Pleadings, **Annual Contracts updates**, **MyJAC improvements**, the new **EFT Process with the Department of Financial Services (DFS)**, **Title IV-E reminders**, and our **Contact Information** for billing questions.

HTML Files and MAC/Apple Computers

JAC has identified an issue with emails from MAC/Apple users that may result in Microsoft Outlook blocking the email. When sending emails to pleadings@justiceadmin.org, if you use MAC Mail and do not receive JAC's automated response acknowledging receipt of your email, your email was **not** received by JAC.

MAC Mail sends emails in a manner that can cause Microsoft Outlook's security measures to block the email. This issue often occurs when using Rich Text (images/styles), certain signatures, or when attachments are included. To assist MAC/Apple users, JAC suggests:

- **Windows-Friendly Attachments:** In MAC Mail, select **Edit>Attachments** and ensure that **Always Send Windows-Friendly Attachments** is checked.
- **Use Plain Text:** For better compatibility, change your email format to Plain Text. Go to **Mail >Settings>Composing** and change the Message Format to **Plain Text**.
- **Insert Attachments at the End:** Avoid embedding images in the middle of text. Go to **Edit>Attachments** and select **Always Insert Attachments at the End of Message**.
- **Signature Issues:** Complex HTML signatures can also cause this, so try simplifying your signature or removing images.

If you are still experiencing difficulties sending your emails to JAC, please contact us at pleadings@justiceadmin.org for assistance.



Annual FY 2026-27 Contracts Update and Amendments

JAC's new FY 2026-27 Contracts are now available on MyJAC. For FY 2026-27, JAC has incorporated five amendments to JAC's Contracts. A summary of these amendments and where they are located is found below:

1. **Addition of E-Verify Provision** – Under s. [448.095\(5\)](#), F.S., state agencies must require in any contract that the contractor, or any subcontractor, register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. State agencies are not allowed to enter into a contract unless each party to the contract registers with and uses the E-Verify system. This amendment requires attorneys and vendors to comply with this requirement. *Registry Contract: II(41); IFC Contract: II(38); Capital Collateral Contract: II(39); Due Process Contract (Type 1 and 2): II(32).*
2. **Addition of Affidavit Regarding No Use of Coercion for Labor or Services:** Section [787.06\(14\)](#), F.S., requires that an entity contracting with a governmental agency submit an affidavit signed by an officer or representative attesting that the entity does not use coercion for labor or services as defined in s. [787.06](#), F.S. An affidavit complying with this requirement has been incorporated at the end of each JAC Contract and must be included when submitting a new contract. *Affidavit appears after Signature Page of each JAC Contract.*
3. **Deletion of Court-Appointed Audit Deficiency Expiration Date:** JAC has amended its contracts to remove the provision establishing a one-year expiration for Notices of Audit Deficiency issued in response to invoices. Moving forward, the Court-Appointed Audit Section will specify applicable response deadlines within each correspondence. *Registry Contract: V(16); IFC Contract: V(10); Capital Collateral Contract: V(11); Due Process Contract (Type 1 and 2): V(16).*
4. **Addition of Provision Regarding Due Process Vendor Cooperation with Successor Counsel:** Section [27.40\(8\)](#), F.S., requires prior court-appointed counsel to cooperate with successor counsel. This amendment expands this cooperation requirement to due process vendors, such as investigators and mitigation specialists, subject to the attorney-client and work product privileges. The successor counsel would bear the costs associated with transmitting the records except to the extent that those records were prepared at public expense. *Due Process Contract (Type 1 and 2): VIII(2).*
5. **Amendment to the Attorney/Vendor Disclosure Requirement:** This amendment edits the current disclosure requirement provision to read “information or change in status”, rather than “change of status or information”. This amendment clarifies that the attorney and vendor disclosure requirement is applicable to all information at contract execution and subsequent status changes affecting licensure, employment, or other circumstances affecting the ability to represent clients or provide services. *Registry Contract: II(24); IFC Contract: II(22); Capital Collateral Contract: II(20); Due Process Contract (Type 1 and 2): II(16).*

MyJAC Improvement: Attorney Hourly Billings

We have upgraded the MyJAC Attorney Billing system to allow and require attorneys billing hourly to enter their time directly into their MyJAC portal. This eliminates the need to upload separate documents and streamlines the hourly billing review. In a *limited* exception, attorneys with existing time logs will be able to upload their time logs into MyJAC until August 31, 2026. On or after September 1, 2026, the time logs for all extraordinary fee billings must be submitted using the new time submission system in MyJAC regardless of the date of appointment.

A mass email with instructions and a training guide has been sent to all contracted attorneys to assist with this transition. The training guide is also located [here](#).

MyJAC Improvement: Title IV-E and TPR Certification Forms

In April 2026 we launched two new upgrades to the MyJAC billing system in Dependency. First, attorneys are now able to edit information listed for child(ren) already entered on the case, which appear on the required Title IV-E Form (Form). This eliminates the need for rejecting billing packets and requiring resubmission when the forms have errors. Please do not resubmit a billing if there is an error on the Title IV-E Form. This will delay the billing process. Moving forward, JAC will issue Audit Deficiency Notices for incorrect forms to allow you to correct errors on the form, instead of Rejection Notices.

Additionally, Attorneys are now able to complete and submit TPR Certification Forms during bill submission without the need to submit a separate document. This allows for a more efficient and complete billing packet. For assistance with these two new upgrades, please see the Guide located [here](#) on JAC's website.

EFT New Registration Process with DFS

Effective May 11, 2026, the State of Florida began partial implementation of the Florida Integrated Payee System (FLIPS), the Department of Financial Services' (DFS) new vendor management system. At this initial stage, FLIPS accounts are being created for attorneys and vendors who need to set up Electronic Funds Transfer/Direct Deposit (EFT) or update existing banking information. When fully implemented, FLIPS will centralize payee information currently maintained on multiple systems, including W-9 registrations, remittance information, direct deposit details, email addresses used for payment notifications, and payment history.

For JAC purposes, the requirement to establish **direct deposit for court-appointed attorneys and vendors is temporarily suspended** during this initial phase. Payments to attorneys and vendors without established direct deposit will be by check. Attorneys and vendors with established direct deposit are not required to take any action at this time.

If you would like to establish direct deposit for payment purposes now OR need to modify existing banking information, you **must** create a FLIPS account now. To request a FLIPS account, submit a [Request for Payee Invitation Form](#) to onlinesupportteam@justiceadmin.org. Once processed, DFS will send you an email with instructions for setting up your FLIPS account and completing EFT enrollment. Please note that the invitation link is valid for **5 DAYS**. Payments will be issued by check until DFS approves your EFT.

Dependency Title IV-E Form Reminders

JAC tracks the reasons for returned billings. For attorney billings, the top returned billing reason is errors in the Title IV-E Form in Dependency cases. JAC is required to follow strict guidelines in accordance with Department of Children and Families (DCF) rules and procedures to obtain federal funding (used to support the recent increases to the dependency flat fee types). JAC has no authority to adjust these guidelines, rules, or procedures.

Given this, the following information is reviewed to exactly match each child's demographic information contained in the Petition or other pertinent document: **1. First Name; 2. Last Name; and 3. Date of Birth**. The Petition is the default document to verify this information. Please ensure an exact match.

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 located [here](#).

