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Summer 2026



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.

Welcome to Summer! We are releasing another informative quarterly **JAC Court-Appointed Bulletin** including the 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: **Court Reporter billing reminders, Annual Contracts updates, MyJAC improvements, the new EFT Process with the Department of Financial Services (DFS), Investigator Licensing reminders, Deponent Names on JAC invoices** and our **Contact Information** for billing questions.

Reminder: Court Reporter Billing Requirements

As a reminder, orders authorizing transcripts must contain the following applicable information, to be sufficient for payment purposes:

- (1) the date and type of hearing;
- (2) the first and last name of the deponent and the date of deposition;
- (3) the first and last name of the witness and the date of the recording; or
- (4) the type of recording and date of recording.

Similarly, an order authorizing appearance fees (or a Notice of Taking Deposition relied upon for payment purposes) must include the full name (first and last names) of the witness.

For transcripts of deponent or witness testimony, including law enforcement officers, the motion and order (or notice of taking deposition) must identify the full name of the witness. Only when the witness' name is confidential, such as minors, may they may be identified by initials alone. Please notate any minors or confidential witnesses on your billing submission. Moreover, for a law enforcement officer, the order must list the Officer's full name; i.e., Officer Jim Smith, as opposed to Officer Smith or Officer J. Smith, so JAC can differentiate between officers with the same last name.

Full Names Are Required for Payment as JAC continues to implement best practices to comply with Florida Statutes and contractual requirements.

These measures help ensure that no duplicate payments are made, as well as help attorneys confirm that they have not inadvertently requested or approved duplicate depositions or transcripts which constitute prohibited double billing.

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 implemented five amendments to JAC's Contracts. A summary of these amendments and where they are located is found below:

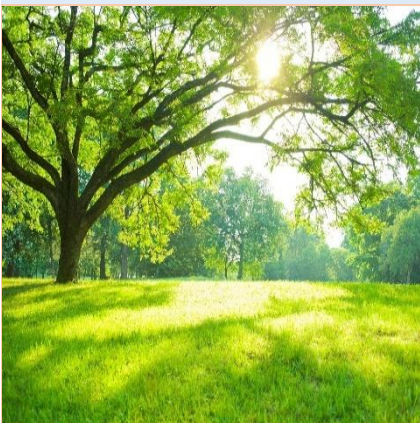
1. **Addition of E-Verify Provision** – Under s. [448.095\(5\)](#), F.S., state agencies must require in any contract that the contractor, or any subcontractors, register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. 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 entities 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: Investigator License Information

As part of upcoming system improvements, new license management fields will be available for vendor accounts, specifically for **Investigator A** and **C** license issue and expiration dates.

Investigators are encouraged to enter their license information once these fields are available. Providing this information supports faster JAC review and processing of submitted bills. Additional enhancements related to automated license validation during billing are planned for a later phase.

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. 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.

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 are 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 an Agency or Investigator license was inactive during billed services, those billing entries are rejected and invoices are reduced due to an inactive license at the time of service. An Investigator is required to have active 'A' **and** 'C'/'CC' licenses during the JAC contract period to ensure compliance with Florida law, JAC Contracts, and JAC Policies and Procedures.

Billing Questions?

If you have any questions for JAC Court-Appointed, please contact us at OnlineSupportTeam@justiceadmin.org or using our Contact Form located [here](#).

Reminder: Deponent Names on Invoices

JAC continues to see discrepancies between the spelling of the deponent's name on the billing and the Court Order. When submitting a court reporter billing, please ensure the deponent's name is spelled correctly on JAC's invoice. JAC utilizes the Court Order as the source for correct spelling. Any errors will cause delay in processing and payment.

