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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

Winter 2026



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 winter time and in this chilly weather 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: Title IV-E Form reminders, MyJAC Portal Updates, Case Opening Reminders, The Court Appointed Survey, Motions and JAC Pleadings, and our Contact Information** for billing questions.

Dependency Billing and the Title IV-E Form Reminder and Updates

In an effort for efficient and accurate bill processing, JAC tracks the reasons for returned billings. For attorney billings, the top 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 does not have the authority to adjust these rules.

Given this, the following information is reviewed to exactly match each child's demographic information as 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. When there are any questions with spelling or date of birth, JAC relies upon the **Petition filed by DCF** unless there is a ***subsequent*** court document clearly changing the child's demographic information (such as an order granting a change of name).

JAC has provided a readily available guide to assist you in completing an accurate form. This guide is available [here](#).



Dependency Case Opening and Title IV-E Form Guide

Case Opening Documentation in Dependency Billings

Starting July 1, 2022, in order to open a Dependency or Termination of Parental Rights (TPR) case with JAC, you **must** submit the Dependency or TPR Petition with the mandatory case opening documentation. If appointed at shelter and the Dependency Petition is not available, you may submit the Shelter Petition. If you do not want to submit the entire Petition, you may submit the first 2 or 3 pages of the Petition containing the parental information of your client and the children involved in the case. The purpose of submitting the Petition is to ensure the accurate audit of dependency bills and the title IV-E Form.



MyJAC Improvements: Title IV-E and TPR Certification Forms

For the Title IV-E Form, JAC is in the process of improving *MyJAC* to allow corrections to the Title IV-E Form without submitting an entirely new invoice packet. As the TPR Certification Form is required by statute, JAC is developing a mechanism to submit the necessary information through the billing process. This will eliminate the need to upload a separate document and allow for more efficient and accurate billing.

Although this project is in development; we will send out necessary updates, instructions, and helpful guides prior to completion for a seamless transition. Stay tuned!

Case Opening: Regional Counsel Conflict Language in Orders of Appointment

When successor counsel is opening a case in *MyJAC* (that has had prior court-appointed counsel), the Order appointing successor counsel must have language certifying that the regional conflict office has a conflict and has withdrawn from the case. If the Order of Appointment for the previous court-appointed counsel is also missing the conflict language, a new Order of Appointment for that counsel with conflict language must also be submitted.

JAC will reject case opening submissions when Order(s) do not have regional counsel conflict language. Only a few exceptions to this requirement are recognized. To eliminate case opening rejections, refer to JAC's Model Motions and Orders available [here](#).

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA
STATE OF FLORIDA, CASE NO.: _____
vs. DIV.: _____
_____, JUDGE: _____
Defendant. _____/

ORDER GRANTING MOTION TO WITHDRAW AND APPOINTING REGISTRY ATTORNEY

This Motion to Withdraw filed by _____, is before this Court. The Court finds that the Defendant is indigent, the Offices of the Public Defender and Regional Counsel have a conflict representing the Defendant, and the facts warrant the appointment of a private court-appointed attorney from the Registry.

IT IS HEREBY ORDERED AND ADJUDGED that the Motion to Withdraw is granted, _____ is discharged from further responsibility to represent the Defendant, and _____ is appointed to represent the Defendant in this action from this day forward.

DONE AND ORDERED in _____, _____ County on this _____ day of _____.

Court Appointed Survey

Thank you to everyone who completed the JAC court-appointed survey. Your feedback was invaluable and will help us work towards improving the contracting and billing processes.

We are currently reviewing your responses and feedback to identify improvements that comply with Florida Statutes, JAC Contracts, and JAC Policies and Procedures.

Motions and JAC Pleadings

Motions for court-appointed attorneys fees and for costs in court-appointed and indigent for costs (IFC) cases must be sent to JAC via pleadings@justiceadmin.org. Motions to declare a defendant IFC must be served on JAC through the IFC case opening system in *MyJAC*. JAC is working to enhance *MyJAC* to allow attorneys to submit motions for fees and costs directly through *MyJAC*, rather than through the pleadings email. More information about this will be available at a later date. *Please stay tuned...*

Billing Questions?

If you have any questions for JAC Court-Appointed, please contact us at OnlineSupportTeam@justiceadmin.org or using our Contact Form at www.justiceadmin.org/contact/jacemailform.aspx?ToName=JAC Online Support Team.

