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The JAC Commissioners

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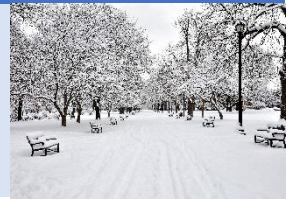
Jack Campbell
State Attorney, 2nd Judicial Circuit

Winter 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.

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: **Court Reporter Billing Reminders, Court Reporter Billing submissions, a reminder regarding Investigator License Requirements, Service Descriptions, Court Appointed Survey, and our Contact Information** for billing questions.

Reminder: Court Reporter Billing Requirements

As a reminder, orders authorizing transcripts must contain the following information, as applicable, 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 practice measures to comply with Florida Statutes and contractual requirements.

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



Court Reporter Billing Submissions in *MyJAC*

In an effort to improve the court reporter billing process for appearance fees and transcripts, court reporters are required to include the name and status of all persons (deponents) listed in the Notice of Taking Deposition through the *MyJAC* portal.

In *MyJAC*, please use the drop-down menu to select the deponent's status as either appeared, cancelled, rescheduled, or no show. When billing for deposition transcripts, the date of the deposition is required. Please be sure to include an accurate date before submission. This process is in place to ensure increased accuracy and more efficient processing and payment of bills. To assist vendors with the specific requirements for each invoice type, JAC has posted guides and checklists for appearance fees, transcripts, and listening fees on its website for reference. They can be found [here](#) under the Checklist header.

Detailed Service Descriptions Required

For Investigator, Expert, and Mitigation Specialist billings, service descriptions **must** be detailed enough so JAC can 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 inadequately detailed to conduct the necessary audit, an audit deficiency notice will be issued requesting more detail. Once this deficiency is cured, the billing packet proceeds to payment.

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.

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 Agency or Investigator licenses were inactive during billed services, those billing entries are rejected and invoices are 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 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](#).

