



Justice Administrative Commission

227 North Bronough St., Suite 2100

Tallahassee FL 32301-1380

Phone: 850-488-2415

Website: www.justiceadmin.org

Request to Open Appellate Case

For Submission of Appellate Transcript Invoice

Defendant Name: _____

Trial Case Number: _____

Attorney at Disposition of Trial Case: _____

Who is handling the Appeal?

- Regional Counsel/Public Defender
- Pro Se* (Defendant represents himself/herself)

JAC will only open the appellate case for billing purposes when this form is submitted with the required documents. If this form is submitted without the required documents, the form **will be rejected and returned to you** and the **case will not be opened**. Required Documents (please attach):

- Notice of Appeal
- Designation to Court Reporter
- Disposition, including sentencing information if Adjudicated Guilty or Adjudication Withheld.

***Please Note:** This form is **not required** if the Appellate Attorney is appointed by the Court or privately retained by the defendant.

This form and required documents are to be submitted to pleadings@justiceadmin.org.

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