

# JAC Court-Appointed Attorney Billing Flowchart

Case Opening Documents – Submit through Case Opening System in *My JAC*

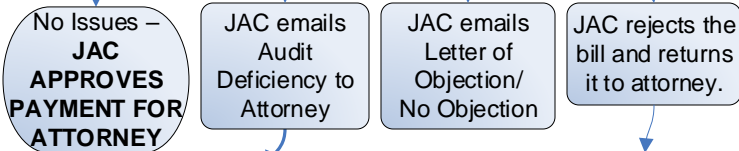
- Order of Appointment (within 30 days of appointment)
- Charging Document or Petition (except Dependency)

At Case Disposition/Billing Stage  
 Attorney is now ready to bill (must bill within 90 days of disposition or be subject to penalty)  
 Submit billing through Online Billing Submission System (JACOBS) in *My JAC*

## FLAT FEE BILL

Attorney **submits** to JAC:

- Invoice/Voucher Cover
- Dispositional Document



Attorney responds submitting documents requested through the online billing submission system *My JAC* using the tracking number assigned to the billing. Unless specifically requested a new JAC invoice/voucher cover is NOT required.

If appropriate attorney resubmits the bill with all required documents and information.

Issue not resolved – JAC emails Letter of Objection/ No Objection

**OR**

Issue is resolved  
**JAC APPROVES PAYMENT FOR ATTORNEY**

**Motion\*\***  
 Attorney files motion with JAC's letter attached to the motion. Attorney emails motion to \*\*\*pleadings@justiceadmin.org

If JAC requests to participate in the hearing, JAC requires at least 5 business days notice of the hearing. A court may not grant a motion for fees in which JAC has requested a hearing without holding a hearing.

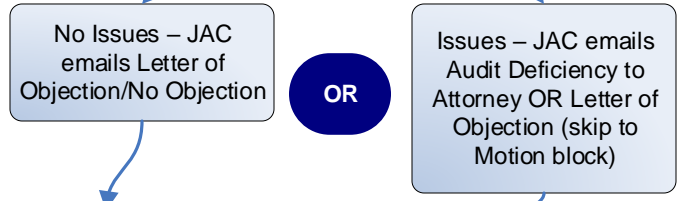
Attorney \*\*\*uploads order to JAC via *MyJAC*.  
 Order is reviewed,  
**JAC APPROVES PAYMENT FOR ATTORNEY\***

## HOURLY BILL

Please be aware that hourly billing in excess of the flat fee is only authorized for those cases involving unusual and extraordinary effort. An order authorizing payment in excess of the flat fee can only be entered after an evidentiary hearing.

Attorney **submits** to JAC:

- Voucher Cover
- Hourly Invoice
- Dispositional Document
- Progress Docket



**OR**

**Motion\*\***  
 Attorney files motion with JAC's letter attached to the motion. Attorney emails motion to \*\*\*pleadings@justiceadmin.org

**OR**

Attorney responds submitting documents requested through the online billing submission system *My JAC* using the tracking number assigned to the billing. Unless specifically requested a new JAC invoice/voucher cover is NOT required.

Issue is resolved – JAC emails Letter of Objection/ No Objection

**Motion\*\***  
 Attorney files motion with JAC's letter attached to the motion. Attorney emails motion to \*\*\*pleadings@justiceadmin.org

\*Absent motion to vacate order or appeal. Timing of payment may be contingent upon availability of legislatively appropriated funds.  
 \*\*JAC may appear at hearings. JAC is statutorily authorized to appear telephonically at fee hearings.  
 \*\*\* Please use pleadings@justiceadmin.org to send motions to JAC.