

# JAC Court-Appointed Attorney Billing Flowchart

Case Opening Documents – Submit through Case Opening System in *MyJAC*

- 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)  
 Billing must be submitted through the online billing submission system in *MyJAC*

## FLAT FEE BILL

Attorney **submits** to JAC:

- Invoice/Voucher Cover
- Dispositional Document

No Issues –  
**JAC APPROVES PAYMENT FOR ATTORNEY**

JAC emails Audit Deficiency to Attorney

JAC emails Letter of Objection/ No Objection

JAC rejects the bill and returns it to attorney.

Attorney responds submitting documents requested through the online billing submission system *MyJAC* 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 20 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 \*\*\*emails order to JAC at pleadings@justiceadmin.org.  
 Order is reviewed,  
**JAC APPROVES PAYMENT FOR ATTORNEY\***

## HOURLY/ EXTRAORDINARY 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
- Explanatory Statement re: Unusual and Extraordinary Effort

No Issues – JAC emails Letter of Objection/No Objection

OR

Issues – JAC emails Audit Deficiency to Attorney OR Letter of Objection (skip to Motion block)

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

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

Any hearing on a motion for extraordinary fees must be set before the designated extraordinary fee judge per s. 27.5304(12), F.S.

OR

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 appropriate funds.  
 \*\*JAC may appear at hearings. JAC is statutorily authorized to appear telephonically at fee hearings.  
 \*\*\* Please use pleadings@justiceadmin.org to send motions, orders, and other legal documentation to JAC.