



Checklist for Civil Flat Fee Billing

An attorney should gather the following information and documentation before beginning a billing packet in *MyJAC*. The attorney must open the case in *MyJAC* before it can be billed.

The following information is required on the JAC Invoice (the JAC Invoice pre-populates the first-five categories with information from the attorney's MyJAC account):

- Attorney's name;
- Payee tax ID number;
- County with case jurisdiction;
- Case number;
- Client's name;
- Invoice number (created by the attorney for his/her accounting purposes);
- Disposition date;
- Flat fee rate;
- Travel or other reimbursement costs if applicable;
- Check Single Court-Appointed Attorney OR Multiple Court Appointed Attorneys; and
- Attorney signature and date.

The following documents must be submitted in PDF or TIFF format:

** Indicates case opening documents*

Guardianship/Mental Health:

- *Order of Appointment (**except for appointments under Ch. 744, F.S.** the order must include language that the Office of Regional Conflict Counsel has a conflict and unable to represent) – Indicating that the case is a guardianship case or an emergency guardianship case. Please note that the emergency guardianship and the guardianship portions of the case can use the same order of appointment but will have separate disposition documents; and
- Disposition Document – Order granting/denying/dismissing the guardianship case.

Parental Notification of Abortion Cases:

- *Order of Appointment – An Attorney **must** provide an Order of Appointment identifying that the case is in regards to a petition for judicial waiver of notice; OR
- Parental notification of abortion; and
- Disposition Document – An Attorney **must** submit an Order Granting or Denying a Judicial Waiver of Notice.

Baker/Marchman Act:

- *Order of Appointment;
- Disposition Document– Order committing to treatment/dismissing the case; OR
- Document voluntary dismissing the case.

CINS/FINS:

- *Order of Appointment;
- Disposition Document – Order of Disposition; OR
- Judicial review order.

Emancipation Adult Protective Services:

- *Order of Appointment;
- Disposition Document – Order emancipating/denying the petition.

Developmentally Disabled Adult:

- *Order of Appointment;
- Disposition document– Order appointing a guardian/dismissing/denying the petition; OR
- Document dismissing/denying the petition.

Admission of Inmate to Mental Health Facility:

- *Order of Appointment;
- Disposition Document – Order committing/dismissing/denying the petition; OR
- Document dismissing/denying the petition.

Medical Procedures:

- *Order of Appointment;
- Disposition Document – Order authorizing medical treatment/procedure/dismissing/denying the petition; OR
- Document dismissing/denying the petition.

TB:

- *Order of Appointment;
- Disposition Document – Order committing/ dismissing/denying the petition; OR
- Document dismissing/denying the petition.

Annual Review Sexual Predator Cases:

- *Order of Appointment;
- Disposition/Judicial Review Document – indicating that the review hearing was held.

Civil Appeals:

- *Order of Appointment – The Appeal Order of Appointment **must** indicate the lower-case number and indicate the case is an appellate case for which the attorney is appointed; and
- Appellate Disposition Documentation – An Attorney **must** supply a copy of the court’s mandate except where billing is authorized prior to final disposition. For flat-fee billings, an Attorney shall provide the first, contents, and signature pages of the appellate brief; **OR**
- Attorney Withdrawal - Motion and Order – The Motion will show why the Attorney is withdrawing/discharged from the case. The Order **must** either grant or deny the motion to withdraw/be discharged.

Travel or Other Reimbursement Costs:

- See https://www.justiceadmin.org/court_app_counsel/formsandrates.aspx#travel for important information about authorized travel.

BILLING QUESTIONS?

Please email any questions to onlinesupportteam@justiceadmin.org.