



## Checklist for Court Reporters Billing Video Services

**A court reporter should gather the following information and documentation before beginning a billing packet in *MyJAC*. The case must be opened by the attorney (or pro se defendant) before the court reporter will have access to the case.**

The following information is required on the JAC Invoice:

- Attorney's name and bar ID (if the Defendant is pro se, then the Defendant's name);
- County with case jurisdiction;
- Case number;
- Defendant's name;
- The vendor's name (the JAC Invoice pre-populates with information from the vendor's *MyJAC* account);
- The payee tax ID number (the JAC Invoice pre-populates with information from the vendor's *MyJAC* account);
- Invoice number (created by the vendor for their accounting purposes);
- Videographer's name;
- Attendance date;
- Attendance time: Start time and end time;
- Total amount billed (actual time in tenths of an hour);
- Full Deponent/witness name(s) and witness status including any "no-shows," "cancellations (if it is no fault of the attorney)," or "re-schedules";
- Travel or other reimbursement costs (motion/court order required if applicable. See [https://www.justiceadmin.org/court\\_app\\_counsel/formsandrates.aspx#travel](https://www.justiceadmin.org/court_app_counsel/formsandrates.aspx#travel) for important information about authorized travel);
- Vendor printed name, signature and date; and
- Attorney's printed name, signature and date (If the defendant is pro se, the signature of defendant or standby counsel).

Required Documents (in PDF or Tiff format):

- Invoice, if needed to provide all required information above; and
- Motion and order authorizing video deposition (unless it is a minor witness – under 18).

Notes:

1. The full deponent names must be included in all documents provided (**the Invoice, the Notice to Take Deposition, the Motion for Transcripts, and the Signed Order for Transcripts**; JAC reviews all these documents to ensure the names are the same). This is a statewide best practice measure to prevent double billing, which is prohibited. Initials are permissible only for minor (under 18 years of age) witnesses and victims of a crime pursuant to Florida law.
2. The billing packet is not received by JAC until the attorney certifies and submits it to JAC. The vendor will receive email confirmation at that time. Billing packets deemed to be untimely received are subject to penalty according to the JAC contracts.

**BILLING QUESTIONS?**

**Please email any questions to [onlinesupportteam@justiceadmin.org](mailto:onlinesupportteam@justiceadmin.org).**