

## QUICK CHECKLIST FOR MITIGATION SPECIALISTS

**A mitigation specialist 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 it will be accessible.**

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);
- Name of the lead investigator/mitigation specialist;
- License number\*;
- Rate per hour\*\*;
- Hour(s) of services (billed in hours and tenths);
- Check Final Billing, if applicable\*\*\*;
- Total amount billed;
- Vendor's signature and date; and
- Attorney's signature and date (If the defendant is pro se, the signature of defendant or standby counsel).

Notes:

- 1.\*A mitigation specialist must have a valid Class C (Private Investigator) license unless he or she: holds a professional Florida license in a field such as mental health or psychology, (i.e., LCSW – Licensed Clinical Social Worker) or is a member of The Florida Bar.
2. \*\*The rate for Mitigation Specialists appointed in capital death cases is up to \$75/hour. For other cases, including capital non-death, the rate cannot exceed the rate for investigators (\$40/hour).
3. \*\*\*A billing total amount less than \$500 cannot be submitted unless it is the final bill.

Required Documents (in PDF or Tiff format):

- Detailed hourly invoice/statement with service descriptions, date(s) of service, and hour(s) of services in tenths of an hour. See the [Chart for billing in tenths](#) ;
- Motion/Order authorizing expert services: Must include hourly rate(s) when rate(s) differ from circuit (established) rates and maximum amount allowed (cap);
- Motion/Order authorizing travel or other reimbursement costs 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); and
- Receipt showing zero balance or proof of payment; i.e. the front and back of a cancelled check if applicable.

Note: 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).**