## **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 HOURLY BILL** Attorney **submits** to JAC: Please be aware that hourly billing in excess of the flat fee is Invoice/Voucher Cover only authorized for those cases involving unusual and Dispositional Document extraordinary effort. An order authorizing payment in excess of the flat fee can only be entered after an evidentiary hearing. No Issues -JAC emails JAC emails JAC rejects the Attorney **submits** to JAC: JAC Audit Letter of bill and returns Voucher Cover **APPROVES** Deficiency to Objection/ it to attorney. Hourly Invoice PAYMENT FOR Attorney No Objection **Dispositional Document** ATTORNEY **Progress Docket** If appropriate attornev Attorney responds submitting documents resubmits the No Issues - JAC Issues - JAC emails requested through the online billing bill with all emails Letter of Audit Deficiency to submission system My JAC using the tracking required Objection/No Objection OR Attorney OR Letter of number assigned to the billing. Unless documents specifically requested a new JAC invoice/ Objection (skip to and voucher cover is NOT required. Motion block) information. Attorney responds submitting Motion\*\* documents requested through the Attorney files Issue not resolved online billing submission system My motion with JAC's JAC emails Letter of JAC using the tracking number letter attached to Objection/ assigned to the billing. Unless the motion. Issue is resolved No Objection specifically requested a new JAC Attorney emails **JAC APPROVES** invoice/voucher cover is NOT OR motion to **PAYMENT FOR** required. pleadings@just **ATTORNEY** iceadmin.org Issue is resolved - JAC Motion\*\* emails Letter of Objection/ Attorney files motion with JAC's letter No Objection attached to the motion. Attorney emails If JAC requests to participate in the motion to \*\*\*pleadings@justiceadmin.org hearing, JAC requires at least 5 business days notice of the hearing. Motion\*\* A court may not grant a motion for Attorney files motion with JAC's fees in which JAC has requested a letter attached to the motion. hearing without holding a hearing. Attorney emails motion to \*\*\*pleadings@justiceadmin.org Attorney \*\*\*uploads order to JAC via MyJAC. Order is reviewed, JAC APPROVES PAYMENT FOR ATTORNEY\*

<sup>\*</sup>Absent motion to vacate order or appeal. Timing of payment may be contingent upon availability of legislatively appropriated funds.

<sup>\*\*</sup>JAC may appear at hearings. JAC is statutorily authorized to appear telephonically at fee hearings.

<sup>\*\*</sup> Please use pleadings@justiceadmin.org to send motions to JAC.