



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Diamond R. Litty, Chair
Public Defender, 19th Circuit
Kathleen A. Smith
Public Defender, 20th Circuit
Brian Haas
State Attorney, 10th Circuit
Jack Campbell
State Attorney, 2nd Circuit

December 8, 2020

Good afternoon,

Due to the impact of COVID-19, the Justice Administrative Commission (JAC) shifted to a telework environment effective March 18, 2020. Given the current situation with COVID-19, JAC continues to remain in a telework environment. JAC requests your patience as our processing of billings, review of pleadings, and responses to inquiries may be delayed.

In order to better serve you, please direct any inquiries, issues, or documentation to the appropriate email address listed below.

- JAC's Attorney or Due Process Vendor Contracts issues or questions should be directed to contracts@justiceadmin.org.
- Court-Appointed billing questions should be directed to the JAC Online Support Team at onlinesupportteam@justiceadmin.org.
- Responses to Court-Appointed billing audit deficiencies should be submitted through JAC's Online Billing Submission system in [MyJAC](#).
- JAC Legal questions concerning scheduling or canceling a court-appointed hearing or verifying a JAC response to a motion, should be directed to pleadings@justiceadmin.org.
- General legal or court-appointed motions, orders, notices of hearing, or other legal correspondence should be directed to pleadings@justiceadmin.org. In order to ensure a response, please do not send these documents to an individual JAC employee's email address.

Lastly, please do not leave voice messages for any JAC employees. On behalf of JAC Court-Appointed Contracts, Court-Appointed Audit, Legal, and the Online Support Team, JAC appreciates your patience during these uncertain times.

Sincerely,

Justice Administrative Commission
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301
Phone: (850) 488-2415
Website: www.justiceadmin.org