



## Checklist for Criminal 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***

### **Criminal Felony:**

- \*Order of appointment;
- \* Information/Indictment;
- Order of Disposition/Final Judgment and Sentencing; **OR**
- Motion and Order to Withdraw if discharged prior to final judgement and sentencing.

### **Criminal Misdemeanor:**

- \*Order of appointment;
- \* Information/Indictment or arrest affidavits, police reports, or other documentation may substitute when no information/indictment is filed.
- Order of Disposition/Final Judgment and Sentencing; **OR**
- Motion and Order to Withdraw if discharged prior to final judgement and sentencing.

### **Criminal Juvenile:**

- \*Order of appointment;
- \*Petition for Delinquency OR Affidavit for Violation of Probation;
- Order of Disposition/Final Judgment and Sentencing; **OR**
- Motion and Order to Withdraw if discharged prior to final judgement and sentencing.

### **Criminal Traffic:**

- \*Order of appointment;
- \*Charging document (the Traffic Citation may be submitted);
- Order of Disposition/Final Judgment and Sentencing; **OR**
- Motion and Order to Withdraw if discharged prior to final judgement and sentencing.



**Criminal Post-Conviction 3.170/3.800/3.850:**

- \*Order of appointment;
- \*Motion to Withdraw Plea OR Motion for Post-Conviction; and
- Order granting or denying the Motion.

**Criminal 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 has been appointed;
- Notice of Appeal; 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.

**Notes:**

For final dispositions at the trial level, JAC must be able to verify: the attorney was present at the dispositional hearing; the final adjudication and sentence; and the date of disposition.

See JAC Policies and Procedures at [https://www.justiceadmin.org/court\\_app\\_counsel/P&P.pdf](https://www.justiceadmin.org/court_app_counsel/P&P.pdf) for billing questions not addressed above including but not limited to No information filed, full performance, fee waivers, capias, pretrial diversion, etc.

**Travel or Other Reimbursement Costs:**

- 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.

**BILLING QUESTIONS?**

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