



Checklist for Title IV-E/Dependency/Termination of Parental Rights/Children with Special Needs 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 order of appointment and first 2-3 pages of the Petition (if available) must be uploaded during the case opening process.**

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;
- Child(ren) information for Title IV-E;
- Certification; and
- Attorney signature and date.

For Title IV-E cases, the following Demographic Information is required for each child of a parent being represented by appointed counsel:

- First and Last Name of Child (Child's first name only; no middle names or initials. No 'aka names' unless the birth certificate has officially changed. Include the entire last name **without** suffixes such as Jr., IV, etc. Include special characters such as hyphens, apostrophes and spaces if on the Petition);
- Date of Birth of Child;
- Current Placement (In-home or Out-of-Home/Foster Care);
- Date of Last Hearing;
- Type of Hearing (Drop down listing; this **ONLY** applies to Attorney Fee Invoices).

NOTE: The Name and Date of Birth on the Title IV-E form must be the same as the Petition (exact spelling and date of birth).

The following documents must be submitted in PDF or TIFF format:

** Indicates case opening documents*

Dependency

First year \$800 payment:

- *Order of Appointment: Must contain Regional Counsel Conflict language;
- First 2-3 pages of the petition if not provided when opening the case; and
- Order of Disposition for the first year; **OR**

- Order on Judicial Review if appointed post-disposition.

Second and Subsequent Years \$200 payment:

- Order on Judicial Review – the first judicial review in the second and subsequent years that has proceeded past the anniversary date of the last compensable appointment; **OR**
- Order of Terminating Supervision/Jurisdiction if the case closes.

Termination of Parental Rights:

- *(TPR) Order of Appointment: Must indicate the case is a (TPR) Termination of Parental Rights case. (If there is no New Order of Appointment for the TPR, the Order of Appointment is the date of the Advisory hearing **at which the parent appeared**);
- First 2-3 pages of the petition if not provided during case opening; and
- Final Judgment granting /denying/dismissing the TPR petition: Must indicate the parent appeared before the court; **OR**
- Order of Surrenders: Must be dated after the filing of a TPR petition; and
- TPR Certification.

Children with Special Needs:

- *Order of Appointment: Must include findings that the child qualifies as a child with certain special needs and that there was no pro bono Attorneys available to take the appointment. The order also must reflect the type of special need that justifies the appointment under s. 39.01305, F.S.;
- First 2-3 pages of the petition if not provided during case opening; and
- Order on Judicial Review – the first judicial review following the date of appointment and then after the first judicial review in the second and subsequent years of representation in the same manner as other private court appointments in dependency cases.

Dependency Appeals or TPR Appeals:

- *Appeal Order of Appointment: Must include the lower court case number and the Appeal case number if available;
- First 2-3 pages of the petition if not provided during case opening; and
- Order of Withdrawal (If an Attorney withdraws prior to the filing of a brief, the amount payable is reduced); **OR**
- Brief and Mandate.

NOTE: JAC must be able to verify the attorney was present at the dispositional hearing.

Travel or Other Reimbursement Costs:

- See 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.