

Court Reporters - Appearance Fees Checklist

Due Process Vendor Contract

- Vendors **must** submit a current fiscal year contract. The contract runs through June 30 of each year. The contract **must** be approved before a bill can be processed.

Substitute Form W-9

- Prior to executing a contract, a properly completed Substitute Form W-9 must be submitted to the Department of Financial Services.

Court Appointed (Note: Attorney must submit these documents when opening a case)

- Order of Appointment – **Must** contain Regional Counsel Conflict language.
- Charging Document(s) *if available*.

Indigent for Costs (Note: Attorney obtains and submits these documents. Send to pleadings@justiceadmin.org). These documents should be provided prior to the submission of any billing.

- Motion to Declare the Defendant Indigent for Costs – submit prior to billing, not at time of billing.
- Clerk's Application for Indigency – submit prior to billing, not at time of billing.
- Affidavit Attesting to Attorney's Fees – submit prior to billing, not at time of billing.
- Order Declaring the Defendant Indigent for Costs – submit prior to billing, not at time of billing.
- Charging Document(s) *if available*.
- IFC Agreement/ Contract (Attorney will execute online).

Additional Required Documents

- If billing for mileage, a Department of Financial Services Travel Voucher is required with 2 signatures (Court Reporter, as the traveler, and Attorney, as the supervisor) and FDOT City to City Mileage map. Only applies to witnesses in criminal cases who reside out-of-county and more than 50 miles from the courthouse or other location.

Information Required on Voucher/Invoice

- Attorney name and Bar ID. (If the Defendant is Pro se, then the Defendant's name.)
- Vendor Name.
- Payee Tax ID Number.
- Case number.
- Defendant name.
- Service date(s).
- Appearance time: Start time and end time.
- Deponent name(s).
- Total amount billed.
- Vendor Signature and Attorney Signature. (If the defendant is Pro se, then the signature of Defendant or Standby Counsel).