

Criminal Court-Appointed Checklist

Court Appointed

- Attorney Contract** – Attorney **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.
- Order of Appointment** – **Must** contain Regional Counsel Conflict language.
- Open Case** – Upon appointment, Counsel **must** open the case in JAC's system. Counsel may use the Case Opening system on *My Access* (JAC's secure website) in order to provide JAC with the required case opening documents.
- Charging Document** – The charging document will normally be the information filed by the State Attorney's Office except for certain misdemeanor cases, violation of probation cases, and post conviction (Rule 3.800/3.850) cases. In misdemeanor cases for which information has not been filed, an arrest affidavit may be used in place of the information. If the case is a violation of probation (VOP) case then a copy of the VOP affidavit is required. If the case is a post conviction (Rule 3.800 and, 3.850) case, then a copy of the motion is required.
- Electronic Submission** – Prior to submitting the billing, the supporting documents will need to be scanned as electronic files. All files **must** be in PDF or TIFF format only. To submit a billing online, the case **must** have been previously opened.
- Attorney Voucher** – During the online billing process, Attorney will fill out the Voucher/Invoice cover online. The Attorney will need to indicate whether there was only a private court-appointed Attorney or if there were multiple court-appointed Attorneys to provide representation to this client.
- Disposition/ Final Judgment** – The dispositional order concluding the case such as the final judgment (adjudicated guilty, adjudication withheld, dismissal, etc.). This document needs to be signed and dated by a judge with the exception of a nolle pros, which will need to be signed by a state Attorney. Electronic signature(s) are acceptable.
- No Information Disposition** – The documents showing the case was direct filed or that there was no information filed. For cases in which no information or indictment is filed in a criminal case, the flat fee for no information filed applies
- Fee Waiver** - In a multi-Attorney case, the Attorney who submits the invoice is responsible for obtaining fee waiver(s) from other Attorney(s) appointed to the case. If an Attorney does not intend to seek compensation, the Attorney may submit a fee waiver form in lieu of a billing. The fee waiver form is posted on JAC's website.
- Attorney Withdrawal – Motion and Order** – The Motion will show why the Attorney is withdrawing/discharged from the case. The order will either grant or deny the motion to withdraw/be discharged. The Order withdrawing/discharging the Attorney substitutes for the disposition. In most instances, the Attorney will receive a letter depending on the basis of the withdrawal/discharge.

Guardianship/Mental Health

- Attorney Voucher** – On the Attorney voucher choose the appropriate application from the selection indicating if you were the only private court-appointed Attorney or if there were multiple Attorneys court appointed to provide representation to this client on this guardian case.
- (Guardianship) Order of Appointment** – Indicating that the case is a guardianship case or an emergency guardianship case. Please note that the emergency guardianship and the guardianship portions of the case will have separate orders of appointment.
- Final judgment** – Order granting/denying/dismissing the guardianship case, so that the final resolution of the case is clear.

Appeals

- Appeal Order of Appointment** – Indicates the lower case number and the appeal case number.
- Appellate Disposition Documentation** – Appointed counsel **must** supply a copy of the court's mandate except where billing is authorized prior to final disposition. For flat fee billings, Counsel shall provide the first, contents, and signature pages of the appellate brief.
- Withdrawal - Motion and Order** – Same as regular criminal as noted above.

Travel

- Department of Financial Services Travel Voucher. DFS requires this voucher be used for process of payment (If used as the Invoice/Voucher Cover, then the DFS Travel Voucher **must** have the case number and invoice number).
- Traveler's Tax ID number at the top of the Voucher where it says Social Security Number. This number **must** be the same as the Tax ID used in the Due Process contract.
- Order authorizing travel expenses and travel time.
 - Rate for travel time or circuit (established) rates.
 - Out-of-state travel destination authorization, if needed.
- Date of service with a description of the reason for travel.
- Origin and destination (**must** include departure, arrival and return times).
- Vendor signature (as traveler) and Attorney signature (as supervisor).
- Total invoice amount.
- Florida Department of Transportation city to city mileage map where available. When not available, MapQuest or other webservice may be used.
- Receipts showing zero balance for lodging, airfare, rental cars, and other billable travel expenses.
- For meals, travel **must** exceed 24 hours and the amount reimbursed may be up to \$36 per day (\$6 for breakfast, \$11 for lunch and \$19 for dinner). The amount allowable will depend upon the departure and return times. See JAC's website for additional information.