

Investigator/Mitigation Investigation Specialist Checklist

Due Process Vendor Contract

- Vendors **must** submit a current fiscal year contract. The contract runs through June 30th 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 submits this document)

- Order of Appointment – **Must** contain Regional 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.
 Clerk's Application for Indigency.
 Affidavit Attesting to Attorney's Fees.
 Order Declaring the Defendant Indigent for Costs.
 Charging Document(s) *if available*.
 IFC Agreement\Contract. (Attorney will execute online).

Invoice/Voucher Cover – Required to process for payment

- Attorney name and Bar ID. (If the Defendant is Pro Se, then the Defendant's name.).
 Vendor name.
 Payee Tax ID Number.
 Type of Due Process provider.
 Invoice number.
 Case number.
 Defendant name.
 Total invoice amount.
 Hourly Services (And other reimbursement expenses, if applicable).
 Vendor Signature (**Investigator license number, if applicable**) and Supervising Attorney Signature. (If the defendant is Pro se, then the signature of Defendant or Standby Counsel).

Investigator/Mitigation Specialist – Rates

- The rate for Investigators with Class C licenses is \$40 per hour. The rate for Investigator Interns with Class CC licenses is \$24 per hour.
 The rate, as authorized by the court, for Mitigation Specialist appointed in capital death cases is up to \$75.00. For other cases, including capital non-death, the rate for mitigation specialists cannot exceed the rate for investigators (\$40 per hour).

Vendor Hourly/Invoice Statement

- Detailed service description (Investigator name and C or CC license number).
 Date(s) of service.
 Hour(s) of services (billed in hours and tenths).

Motion to Authorize Services (Attorney submits these document. Send to pleadings@justiceadmin.org)

- Motion for Services (**must** be submitted to pleadings email before obtaining an Order).
- JAC response—provided by JAC to Attorney. For payment of expert fees, JAC only pays at the rates established by law absent a court order authorizing a higher rate. JAC has the right to object to any payment in excess of the established rates.

Order authorizing expert services (Note: Attorney obtains the Order)

- Hourly rate(s) when rate(s) differ from circuit (established) rates.
- Maximum amount allowed.
- Judge signature and date (conformed copy okay).

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 Tax ID used in the vendor's contract with JAC.
- 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 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.

Other reimbursements – Listed on the Department of Financial Services Travel Voucher

- Receipt showing zero balance or proof of payment; i.e. the front and back of a cancelled check.
- Court Order authorizing other cost or expenses. Order should include amount authorized by court.
- For reimbursement of due process costs, JAC only reimburses at the rates established by law absent a court order authorizing a higher rate. JAC has the right to object to reimbursement in excess of the established rates.