

# QUICK CHECKLIST FOR COURT REPORTERS BILLING APPEARANCE FEES

**A court reporter should gather the following information and documentation before beginning a billing packet in *MyJAC*. The case must be opened by the attorney (or pro se defendant) before the court reporter will have access to the case.**

The following information is required on the Voucher Cover:

- Attorney's name and bar ID (if the Defendant is pro se, then the Defendant's name);
- County with case jurisdiction;
- Case number;
- Defendant's name;
- Vendor's name (the voucher pre-populates with information from the vendor's *MyJAC* account);
- Payee tax ID number (the voucher pre-populates with information from the vendor's *MyJAC* account);
- Invoice number (created by the vendor for their accounting purposes);
- Court reporter's name;
- Appearance time: Start time and end time;
- Appearance date;
- Deponent name(s);
- Total amount billed;
- Travel or other reimbursement costs (motion/court order required if applicable. 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);
- Vendor printed name, signature and date; and
- Attorney's printed name, signature and date (If the defendant is pro se, the name, signature and date of the defendant or standby counsel).

Required Documents (in PDF or Tiff format):

- Invoice, if needed to provide all required information above;
- Notice of Taking Depositions\* (required 3/2021); and
- Motion/order are required ONLY for an out of state appearances.

Notes:

- 1.\* It is the court reporter's responsibility to obtain a Notice of Taking Deposition from the attorney. If no Notice is available, the attorney must file a motion and obtain an order authorizing the court reporter's appearance fees. The motion and order must include the name of the deponent and the date and time of the deposition.
2. The billing packet is not received by JAC until the attorney certifies and submits it to JAC. The vendor will receive email confirmation at that time. Billing packets deemed to be untimely received are subject to penalty according to the JAC contracts.

## **BILLING QUESTIONS?**

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