

## QUICK CHECKLIST FOR DEPENDENCY/TERMINATION OF PARENTAL RIGHTS 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 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; and
- Attorney signature and date.

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

- First and Last Name of Child only (no spaces, initials, or suffixes such as Jr.);
- 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).

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; 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.

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### **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); 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.; 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; and
- Order of Withdrawal (If an Attorney withdraws prior to the filing of a brief, the amount payable is reduced); **OR**
- Brief and Mandate.

### **Travel or Other Reimbursement Costs:**

- 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.

## **BILLING QUESTIONS?**

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