

## QUICK CHECKLIST FOR REIMBURSEMENT OF ORDINARY/OFFICIAL WITNESS

**An Attorney or Witness should gather the following information and documentation before beginning a billing packet. JAC will only make direct payment to a witness when the amount sought is at least \$50. For matters involving ordinary or official witness fees of less than \$50, payment will be through reimbursement to the attorney only.**

The following information is required:

- Attorney's name and bar ID;
- Witness Name;
- Payee Social Security Number; OR if Official Witness (law enforcement), a number will be provided when billing is received by JAC;
- Case number;
- County and Circuit;
- Defendant name;
- Witness Address (N/A if law enforcement);
- Number of days travelled (in county only);
- Date travelled;
- Start location and end location;
- Invoice Number (For attorney reimbursement only);
- Total amount billed;
- Witness Signature and Attorney Signature (if the defendant is *Pro Se*, then the signature of Defendant or Standby Counsel).

Required Documents (\*in PDF or Tiff format for attorneys submitting the billing packet via MyJAC):

- JAC Invoice - Certification and Request for Payment of Ordinary and Official Witnesses (attorneys create this form online via MyJAC). Witnesses may access the form at: [https://www.justiceadmin.org/court\\_app\\_counsel/Forms/ordinarywitness.pdf](https://www.justiceadmin.org/court_app_counsel/Forms/ordinarywitness.pdf).
- If billing \$0.445 rate for mileage,\* a Department of Financial Services Travel Voucher is required with 2 signatures (Ordinary Witness, as traveler, and Attorney, as the supervisor).
- FDOT City to City Mileage map.\*\* Applies only to witnesses billing mileage in criminal cases who reside out-of-county and more than 50 miles from the courthouse or other location.
- If billing \$0.06 rate for mileage,\* a Department of Financial Services travel form is not required. MapQuest/Google maps showing mileage still required.\*\*
- Proof of payment (a copy of cancelled check is required only for attorneys seeking reimbursement - front and back).

\*Mileage must be rounded down.

\*\*Law enforcement are not required to disclose home address (home address may be redacted), but must still provide a map with mileage.

For Attorney Reimbursement: Attorneys create and submit the JAC Billing packet via their MyJAC account.

For Witness Reimbursement: The JAC Billing Packet must be certified by the attorney and mailed to JAC: Justice Administrative Commission, 227 N. Bronough Street, Suite 2100 Tallahassee, FL 32301-1380.

### BILLING QUESTIONS?

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