



Video Tutorial

**Working with Invoice/Voucher Covers
in the Chrome web browser**



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Forms and Rates

Forms

Rates

Other Forms Related to Billing

Travel

Update Your Information

If you are having difficulty opening any JAC voucher covers, they can be downloaded to your computer and opened from there. To do so,

- Windows users: right click, then "Save Target As" or "Save Link As" or
- Mac users: control click, alt click, or right click, then "Download Linked File As"

Once this is done, the voucher cover can be opened with free [Adobe Acrobat Reader](#)®.

Attorney Fee Forms for Court Appointed Counsel (CAC)

- [Attorney Flat Fee, Costs, or Related Expenses/Attorney Reimbursement Invoice/Voucher Cover](#)
- [Attorney Hourly/Extraordinary Fees, Costs, or Related Expenses Invoice/Voucher Cover](#)
- [Capital Collateral Attorney Fees, Costs, or Related Expenses Invoice/Voucher Cover](#)
- [JAC Designation of a Second Attorney in a Case](#)
- [In-Court Hourly Statement for Court Appointed Counsel](#)
- [Out-of-Court Hourly Statement for Court Appointed Counsel](#)
- [Court Appointed Counsel - Miscellaneous Expenses Invoice/Voucher Cover](#)
- [Release of Residual Attorney Fees Form](#)
- [Pre 7/1/2007 Flat Fee Voucher Covers](#)
- [Fee Waiver Form](#)
- [TPR Certification Form](#)

When you click on the link to the voucher cover, the Chrome browser will try to open the file, however you will get the next screen.

Due Process Vendors Voucher Covers for CAC, IFC, Pro Se, & Capital Collateral

- [Attorney Flat Fee, Costs, or Related Expenses/Attorney \(IFC\) Reimbursement Invoice/Voucher Cover](#)

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Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

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Chrome browser, Firefox browser and other non Internet Explorer browsers, do not have Acrobat Reader plug-in by default, thus they cannot open the interactive Voucher cover and they display a screen like this.

If you have Internet Explorer and Acrobat Reader plug-in you can view the voucher cover without encountering this screen.





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- [Capital Collateral Attorney Fees, Costs, or Related Expenses Invoice/Voucher Cover](#) 
- [JAC Designation of a Second Attorney in a Capital Case](#)
- [In-Court Hourly Statement for Court Appointed Counsel](#)
- [Out-of-Court Hourly Statement for Court Appointed Counsel](#)
- [Court Appointed Counsel - Miscellaneous Expenses Invoice/Voucher Cover](#)
- [Release of Residual Attorney Fees Form](#) 
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- [Fee Waiver Form](#) 
- [TPR Certification Form](#) 

Instead, you will need to download the voucher cover PDF file, then open it in Acrobat Reader.

Bring up the menu with a right click, command/click or alt/click.

Due Process Vendors Voucher Covers for CAC, IFC, Pro Se, & Capital Collateral

- [Attorney Flat Fee, Costs, or Related Expenses/Attorney \(IFC\) Reimbursement Invoice/Voucher Cover](#) 

[Capital Collateral Attorney Fees, Costs, or Related Expenses Invoice/Voucher Cover and Instructions](#) 

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Forms and Rates

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If you are having difficulty opening any JAC voucher cover and opened from there. To do so,

- Windows users: right click, then "Save Target As"
- Mac users: control click, alt click, or right click,

Once this is done, the voucher cover can be opened with free [Adobe Acrobat Reader®](#).

Attorney Fee Forms for Court Appointed Counsel (CAC)

- [Attorney Flat Fee, Costs, or Related Expenses/Attorney \(IFC\) Reimbursement Invoice/Voucher Cover](#)
- [Attorney Hourly/Extraordinary Expenses/Attorney \(IFC\) Reimbursement Invoice/Voucher Cover](#)
- [Capital Collateral Attorney Invoice/Voucher Cover](#)
- [JAC Designation of a Secured Party Form](#)
- [In-Court Hourly Statement](#)
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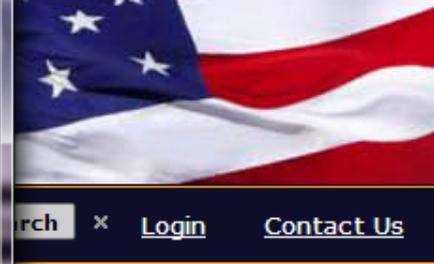
This will bring up the options menu, and select the [Save link as...] menu item.

Due Process Vendors Voucher Covers for CAC, IFC, Pro Se, & Capital Collateral

- [Attorney Flat Fee, Costs, or Related Expenses/Attorney \(IFC\) Reimbursement Invoice/Voucher Cover](#)
- [Court Reporter Services/Video Services Invoice/Voucher Cover and Instructions](#)

Name Date modified Type Size

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You will be prompted to save the file to your computer. Click on the [Save] button.

File name: attorneyflatfee.pdf

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- [Attorney Hourly/Extraordinary Fees, Costs, or Related Expenses Invoice/Voucher Cover](#)
- [Capital Collateral Attorney Fees, Costs, or Related Expenses Invoice/Voucher Cover](#)
- [JAC Designation of a Second Attorney in a Capital Collateral Case Form](#)

After saving the Voucher cover file, you will need [Adobe Acrobat Reader](#) installed on your computer to open and complete the Voucher cover. You may obtain free Acrobat Reader from this link:
<http://get.adobe.com/reader/otherversions/>

Due Process Vendors Voucher Covers for CAC, IFC, Pro Se, & Capital Collateral

- [Attorney Flat Fee, Costs, or Related Expenses/Attorney \(IFC\) Reimbursement Invoice/Voucher Cover](#)



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- Exit Ctrl+Q



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Adobe Reader XI

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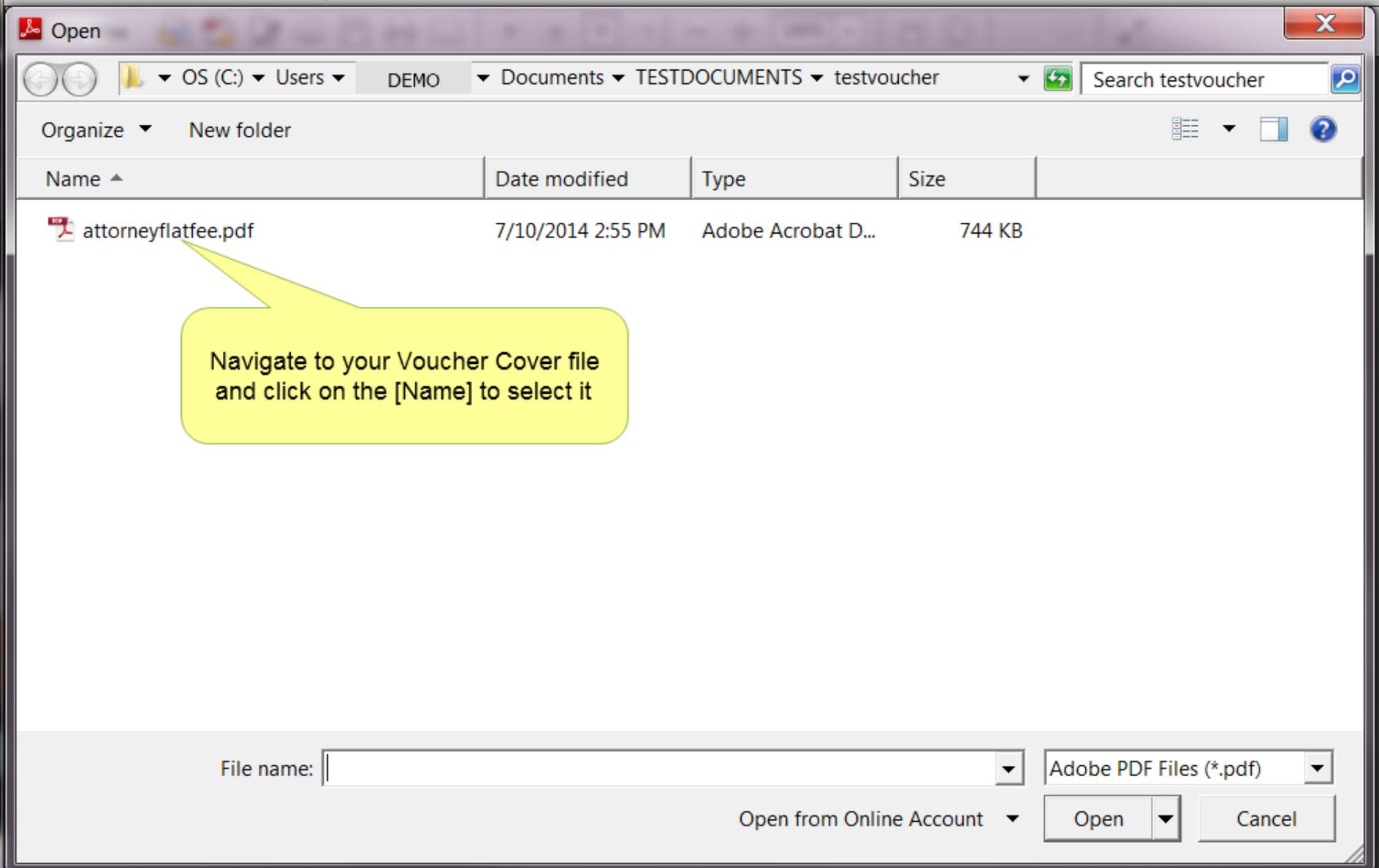
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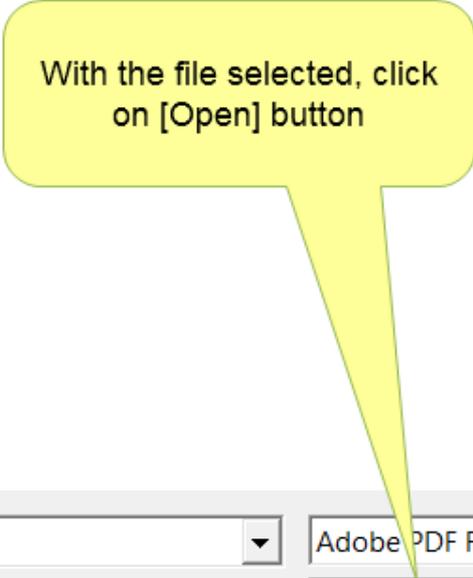
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Organize New folder

Name	Date modified	Type	Size
attorneyflatfee.pdf	7/10/2014 2:55 PM	Adobe Acrobat D...	744 KB

File name: attorneyflatfee.pdf Adobe PDF Files (*.pdf)

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With the file selected, click on [Open] button

Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.

 Highlight Existing Fields

Attorney Flat Fee, Costs, or Related Expenses/Attorney Reimbursement Invoice/Voucher Cover^{FLT-0612}

Instructions

Attorney Name:

(as indicated in Order of Appointment)

Invoice Number:

(MAX 9 characters)

Florida Bar Number:

Case Number:

Tax ID Number:

(MUST match ID on Substitute Form W-9 and JAC Agreement)

Select County...

County and Circuit

Reimbursement

Privately Retained

Court Appointed

Case Ca

Cri

The Invoice/Voucher cover should now open in Acrobat Reader and is ready for you to complete. Once completed, please print the form, and sign it. Then scan the signed and completed Voucher cover to your computer.

Case Type:

FLAT FEE: (Determined by Case Type)

Intended hourly billings MUST use Attorney Hourly/Extraordinary Fees, Costs, or Related Expenses Invoice/Voucher Cover.

By signing below, I affirm that the matter identified above has reached final disposition or a billable point and that I was the attorney of record at time of final disposition or at billable point for the matter identified above.

\$

TRAVEL EXPENSES/MILEAGE:

A properly completed [DFS Travel Voucher](#) MUST BE ATTACHED. Mileage may be billed only when the destination is in excess of 50 miles (one-way) from attorney's office. Any one-way trip that exceeds 50 miles must be supported by documentation.

The [DOT Mileage Calculator](#) MUST BE USED, when cities are listed therein. If not listed, other documentation may be used.

\$

OTHER REIMBURSEMENT EXPENSES:

(invoice/receipt, court order, and proof of payment MUST BE ATTACHED)

Service Date:

Specify Other:

\$

SINGLE COURT-APPOINTED ATTORNEY:

I affirm that I was the only private attorney that was court-appointed to provide representation to the client in the matter identified above.

MULTIPLE COURT-APPOINTED ATTORNEYS:

END