



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



**Alton L. "Rip" Colvin, Jr.**  
Executive Director

(850) 488-2415  
FAX (850) 488-8944

[www.justiceadmin.org](http://www.justiceadmin.org)

**COMMISSIONERS**

**Brad King, Chair**  
*State Attorney*  
**Diamond R. Litty**  
*Public Defender*  
**Kathleen A. Smith**  
*Public Defender*  
**Brian Haas**  
*State Attorney*

October 9, 2018

To: Judicial Offices Served by JAC  
From: Vicki Nichols, Director of Accounting  
Re: JAC Office Closure & Accounting Office Guidelines - Hurricane Michael

Due to the pending impacts of Hurricane Michael, JAC offices will be closed all day today, Tuesday (10/9), and all day Wednesday (10/10). The decision regarding JAC's status on Thursday (10/11) and Friday (10/12) will be made based on the local impact of the storm. Please check the JAC website and email for updates: <https://www.justiceadmin.org/>

I will be working remotely from time to time while the JAC offices are closed and checking email periodically. If there is an urgent situation, please send an email to: [vicki.nichols@justiceadmin.org](mailto:vicki.nichols@justiceadmin.org) and I will make every effort to resolve the issue.

The following guidelines and information are provided during the office closure:

- **Suspend** sending checks, money orders, and similar items to JAC until the JAC offices have reopened.
- You may continue to submit batches via email if needed: [batchesheets@justiceadmin.org](mailto:batchesheets@justiceadmin.org) or you may wait until the office reopens.
- The "My JAC" login for viewing the status of batches and submitting batches via the JAC website is suspended until the office is reopened, however, you may send batches to the email address (above).
- You may continue to submit deposit transmittal sheets to [deposits@justiceadmin.org](mailto:deposits@justiceadmin.org) or you may wait until the office reopens.
- Expense and payroll warrants (checks) were mailed from JAC yesterday (Monday 10/8). Obviously no more warrants will be mailed before Thursday or Friday of this week, depending on when the office reopens.
- Purchasing Cards (PCards) may be utilized while JAC offices are closed. If there is an issue with a PCard (e.g. decline, credit limit issue) and immediate assistance is needed, please send an email to **three people**: Nona McCall [nona.mccall@justiceadmin.org](mailto:nona.mccall@justiceadmin.org), Lorelei Welch [lorelei.welch@justiceadmin.org](mailto:lorelei.welch@justiceadmin.org), and Vicki Nichols [vicki.nichols@justiceadmin.org](mailto:vicki.nichols@justiceadmin.org). One of the three of us will try to resolve the issue as soon as possible.

When the JAC offices reopen we will process incoming batches and deposits in the order in which they were received.