



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**

**Diamond R. Litty, Chair**  
*Public Defender, 19<sup>th</sup> Circuit*  
**Kathleen A. Smith**  
*Public Defender, 20<sup>th</sup> Circuit*  
**Brian Haas**  
*State Attorney, 10<sup>th</sup> Circuit*  
**Jack Campbell**  
*State Attorney, 2<sup>nd</sup> Circuit*

Dear Investigator,

JAC previously announced in the [Points of Interest Newsletter \(Winter 2021\)](#) that enhancements to the investigator online billing system were being developed and would go into effect in early 2021. JAC is excited to let you know that these system upgrades will become effective Wednesday, May 12, 2021. The system enhancements will streamline the billing process by helping investigators create a uniform hourly statement, prevent billing errors, and help ensure contractual and statutory compliance.

Under the current online billing system, investigators upload a detailed hourly statement listing and describing the activities billed. The new system will prompt investigators to enter their line items describing the services provided by date directly into the *MyJAC* online billing system. The system will also allow investigators to save their time on *MyJAC*, edit it, and submit it when a billable point is reached. Like before, after a billing is submitted, it will still need to be reviewed and approved by the attorney before it is reviewed by JAC.

Please acquaint yourself with the new system via the video tutorial (<https://youtu.be/Jox3e0cgqeA>). Questions or concerns should be emailed to the Online Support Team at [onlinesupportteam@justiceadmin.org](mailto:onlinesupportteam@justiceadmin.org).

Thank you,

JAC