



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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July 25, 2011

To: Attorneys and Due Process Service Providers
From: Stephen Presnell, General Counsel, Justice Administrative Commission

Re: Discontinue Mailing Direct Deposit Payment Notices

Beginning August 1, 2011, the Justice Administrative Commission (JAC) will no longer mail notice of payment (remittance advice) to attorneys and due process providers when a payment has been electronically direct-deposited to the attorney or provider's bank account. This action is necessary due to budget constraints necessitating a reduction in our operating costs.

The information provided in the notice of payment (remittance advice) such as: payment amount, payment date, and invoice number is available on the Department of Financial Services (DFS) website:

<https://flair.dbf.state.fl.us/caspub/vnpayhst.htm>.

JAC has created a guide to the DFS payment website which outlines the few steps necessary to obtain payment information:

<http://www.justiceadmin.com/faq/Training%20Modules/FLAIR.pdf>.

Attorneys and due process service providers are encouraged to access the DFS payment website frequently to monitor the status of their payments.