



THE STATE OF FLORIDA  
JUSTICE ADMINISTRATIVE COMMISSION

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COMMISSIONERS

Brad King, Chair  
State Attorney  
Diamond R. Litty  
Public Defender  
Jerry Hill  
State Attorney  
Nancy Daniels  
Public Defender

July 17, 2013

Dear Capital Collateral Registry Attorney:

Pursuant to Ch. 2013-216, Laws of Florida (CS/CS/HB 7083), the contracting and payment of Capital Collateral Registry Attorneys was transferred from the Department of Financial Services (DFS) to the Justice Administrative Commission (JAC) effective July 1, 2013. In order to continue receiving attorney fee and due process cost payments in existing and new cases for services rendered on or after July 1, 2013, you will need to execute the JAC Agreement for Attorney Services for Private Capital Collateral Counsel for each of your pending cases if you have not already done so.

Some attorneys have raised concerns regarding the caseload certification provision contained in s. VII of the Agreement relating to the requirements set forth in s. 27.710(3), F.S. The Agreement has been revised to apply the caseload certification provision only to appointments made on or after July 1, 2013 (the effective date of Ch. 2013-216, Laws of Florida (CS/CS/HB 7083)). If you have already executed the Agreement, you do not need to execute the revised Agreement.

JAC previously sent you a copy of the Agreement through electronic mail on June 25, 2013. As discussed above, the Agreement has been slightly revised in relation to the caseload certification provision. If you have not already executed the Agreement for your pending cases, please do so immediately. **Under s. 27.710(4), F.S., an attorney must execute the JAC Agreement within 30 days of receipt of the contract.** In that the law went into effect on July 1, 2013, and JAC provided you the revised JAC Agreement along with this notice, JAC needs to receive an executed JAC Agreement no later than August 23, 2013.

**Please be aware that, if JAC does not receive an executed Agreement by that date for a case pending in state court, then JAC is required to notify the trial court as directed by s. 27.710(4), F.S.** JAC will likely do so by filing a Notice of Non-Execution of Contract requesting that the trial court set a status conference as soon as feasible to address the issue.

For your convenience, an executable copy of the revised Agreement is attached to this notice. Please open the attachment to the email (the JAC Agreement is in PDF format) and follow these steps:

- Type your information directly into the shaded fields. Please assure that all information entered is accurate and complete.

- Make sure the JAC Agreement includes your current email address.
- Print 1 original, date and sign in BLUE ink.
- Mail the original Agreement to:

**Justice Administrative Commission**  
**P.O. Box 1654**  
**Tallahassee, FL 32302**

Please attach a copy of the Order of Appointment and the Florida Supreme Court opinion affirming the sentence of death so that JAC can process payments.

An executed courtesy copy of the contract will be sent to you via e-mail attachment. If you have any questions, please contact Connie Ramos or the JAC Help Desk at (866) 355-7902.