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THE STATE OF FLORIDA JUSTICE ADMINISTRATIVE COMMISSION

Post Office Box 1654 (32302) 227 North Bronough Street, Suite 2100 Tallahassee, Florida 32301



COMMISSIONERS

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

NOTICE REGARDING FACSIMILE AND ELECTRONIC SUBMISSION OF DOCUMENTS TO THE JUSTICE ADMISTRATIVE COMMISSION

Effective July 1, 2013, the Justice Administrative Commission (JAC) removed the toll-free facsimile numbers from its website. Under the current JAC Agreements, all documents other than original billings must be submitted electronically in the manner directed by JAC's Policies and Procedures. On or about October 1, 2013, JAC will be disconnecting the toll-free facsimile numbers. If you wish to continue sending documents by facsimile, you will need to send those facsimiles to the 850 area code facsimile numbers posted on JAC's website. Please be aware that JAC plans to phase out those numbers over the next year so you may need to verify the current facsimile number before submitting any document.

As noted above, all documents should be submitted electronically in the manner directed by the JAC Agreements and JAC's Policies and Procedures. To assist you in determining where to submit documents, the following may be helpful.

LEGAL PLEADINGS

Legal pleadings to which JAC is a participant should be e-mailed to <u>pleadings@justiceadmin.org</u>. Legal pleadings constitute documents that need to be served on JAC pursuant to the JAC Agreement and the Court's Rules of Procedure. These documents include motions for attorney's fees, due process costs, and related expenses and motions to declare a defendant indigent for costs as well as orders granting such motions. These documents DO NOT include case opening documents such as orders of appointment and charging documents.

The file types should be electronically signed as provided for in the Court's Rules of Procedure and be submitted in the same formats currently accepted by the Florida Courts E-filing Authority.

CASE OPENING DOCUMENTS

Currently, case opening documents can be submitted to JAC in two ways. First, they may be submitted by the attorney through the online case opening system located on JAC's website. To access this feature, attorneys should go to the JAC website and log in to their account in *My Access*. Click on *New Case Opening* in the menu bar on the left. Complete the *Enter New Case* form. Click on *Browse* on the bottom of the form to browse your computer files to upload the Order of Appointment and/or Charging Document and then click *Submit*. Please make sure that Orders of Appointment and Charging Documents are legible and are properly signed, conformed, and dated. This is the preferred method to submit case opening documents.

Second, the documents may be e-mailed to <u>compliancereview@justiceadmin.org</u>.

RESPONSES TO AUDIT DEFICIENCIES

Responses to Audit Deficiency notices should be e-mailed to <u>compliancereview@justiceadmin.org</u> unless the Audit Deficiency requires a motion be filed. For example, if the Audit Deficiency requests an order authorizing transcripts and the attorney has not already obtained such an order, then the motion to authorize transcripts should be e-mailed to <u>pleadings@justiceadmin.org</u>. Any questions or concerns other than a direct response to the Audit Deficiency should be sent to the JAC Help Desk.

QUESTIONS

Any questions or concerns should be submitted to the JAC Help Desk. Questions may be e-mailed to the JAC Help Desk at <u>helpdesk@justiceadmin.org</u>. Before submitting a question to the JAC Help Desk, helpful information addressing frequently asked questions is available at

http://www.justiceadmin.com/helpDesk/helpDesk.aspx

and at

http://www.justiceadmin.com/FAQ/index.aspx .

BILLINGS

Currently, JAC only accepts billing packets by mail. Any billing must be submitted using the appropriate and current JAC Invoice/Voucher Cover. JAC does not accept invoices without the appropriate JAC Invoice/Voucher Cover. The current JAC Invoice/Voucher Covers are available at

http://www.justiceadmin.com/court_app_counsel/formsandrates.aspx

The JAC Invoice/Voucher Cover and supporting documentation must be mailed to

P.O. Box 1654	or	227 N. Bronough Street, Suite 2100
Tallahassee, FL 32302		Tallahassee, FL 32301

Furthermore, the JAC Invoice/Voucher Cover must be signed in <u>blue ink</u>.

Except for interim billings, an attorney fee billing packet should include a dispositional document, such as a judgment and sentence, disposition order, or order of dismissal. For cases where the attorney is discharged or withdraws prior to final disposition, the billing packet should include the motion and order granting discharge or withdrawal.

Except when an order is not required, due process billing packets should include the order authorizing the due process services, such as an order authorizing transcripts or an order authorizing investigator or expert services. An order authorizing investigator or expert services should reflect the hourly rate and the maximum amount authorized for those services.