



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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**NOTICE REGARDING FACSIMILE AND ELECTRONIC SUBMISSION
OF DOCUMENTS TO THE JUSTICE ADMINISTRATIVE 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 pleadings@justiceadmin.org. 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 compliancereview@justiceadmin.org.

