Checklist for Court Reporters Billing Hearings/Proceedings

A court reporter should gather the following information and documentation before beginning a billing packet in *MyJAC*. The case <u>must</u> be opened by the attorney (or pro se defendant) before the court reporter will have access to the case.

The following information is required on the JAC Invoice Cover:

☐ Attorney's name and bar ID (if the Defendant is pro se, then the Defendant's name);
☐ County with case jurisdiction;
☐ Case number;
☐ Defendant's name;
☐ Vendor's name (the JAC Invoice pre-populates with information from the vendor's *MyJAC* account);
☐ Payee tax ID number (the JAC Invoice pre-populates with information from the vendor's *MyJAC* account);
☐ Invoice number (created by the vendor for their accounting purposes);
☐ Court reporter's name;
☐ Order date;
☐ Number of pages billed;
☐ Date of proceedings;
☐ Total amount billed;
☐ Expedited service (If expedited rates are billed, the motion and order **must** specify the rate type; e.g., overnight or 5-day. Motions/orders that do not provide a specific rate type default to the standard rate;
☐ Other reimbursement costs (motion/order required if applicable);
☐ Vendor printed name, signature and date; and
☐ Attorney's printed name, signature and date (If the defendant is pro se, the signature of defendant or standby counsel).

Required Documents (in PDF or Tiff format):

☐ Invoice, if needed to provide all required information above; and
☐ Motion and order authorizing transcription: **Must** include the date of all proceeding(s)/hearings(s) to be transcribed and **must** match those listed on the JAC Invoice.

Note: The billing packet is <u>not</u> received by JAC until the attorney certifies and submits it to JAC. The vendor will receive email confirmation at that time. Billing packets deemed to be untimely received are subject to penalty according to the JAC contracts.

BILLING QUESTIONS?
Please email any questions to onlinesupportteam@justiceadmin.org.