



---

# Guide to Expert Billing

---

**How to obtain expert services  
and to submit expert bills to JAC**

# Table of Contents:

- [Introduction](#)
- [Rates for Expert Services Compensated through JAC](#)
- [Indigent Services Advisory Board Recommendations](#)
- [Motion for Expert Services](#)
- [Order Authorizing Expert Services](#)
- [Rates in Excess of the Established Rates](#)
- [Out-of-State Experts](#)
- [Travel Time for Experts](#)
- [Retainers](#)
- [Exhaustion of Amount Authorized](#)
- [Multiple Defense Experts](#)
- [Sealing of Motion and Orders](#)
- [Mileage](#)
- [Entering into Contract with JAC](#)
- [Which Contract Should an Expert Execute](#)
- [JAC's Online Vendor Database](#)
- [Submission of Billings – Correct Invoice/Voucher Cover](#)
- [Completion of Invoice/Voucher Cover](#)
- [Submission of Billings \(Detailed Invoice\)](#)
- [My JAC \(JAC's Secure Website\)](#)
- [Online Billing Submission System](#)
- [Indigent for Costs Cases](#)
- [Indigent for Costs Cases Screenshot](#)
- [Billing Audit Deficiencies](#)
- [Notice of Inspection of Records](#)
- [Direct Deposit](#)

# Introduction:

- This training module is intended to be an aid for the billing process. For additional information, please review the JAC Contracts, JAC Policies & Procedures, and the Frequently Asked Questions.
- This module delineates the requirements:
  - to have an expert appointed,
  - for an expert to enter into a contract with JAC, and
  - related to the billing process to be followed.

## Rates for Expert Services Compensated through JAC:

- Pursuant to section 27.425, F.S., the rates for experts are set each year by the legislature. JAC posts the current rates for each circuit on its website.
- If there is no rate set for the type of expert requested, then the court will need to set a rate when it authorizes the expert's services.



Next

Return to  
Table of  
Contents

## Rates for Expert Services Compensated through JAC Continued:

- When there is no rate, JAC generally relies on the rates recommended by the Indigent Services Advisory Board to assess the reasonableness of any requested rate.
- All expert services must be authorized through a court order. The order should indicate the maximum amount authorized for expert services and the rates for those services when there is no rate set for the circuit or when the rate will exceed the circuit rates.

# Indigent Services Advisory Board Recommendations:

Expert Witness Categories	Average	Suggested Ranges
Expert Witness Fees – Per Hour	\$154.17	\$150 - \$200
Expert Witness Fees – In Court – Per Hour	\$147.17	\$125 - \$150
Expert Witness Fees – Out of Court – Per Hour	\$111.20	\$50 - \$150
Expert Witness Fee – Waiting to Testify – Court – Per Hour	\$71.33	\$50 - \$75
Expert Witness Fee – Waiting to Testify – Depo – Per Hour	\$66.83	\$50 - \$75
Expert Witness Fee – Travel – Per Hour	\$63.50	\$50 - \$75
Expert Witness Fee – Per Case	\$1,580.00	\$1,500 - \$2,000
Psychological Exam – Per Exam	\$246.88	\$150 - \$400
Psychologist – In Court/Testify Per Hour	\$136.60	\$125 - \$150
Psychologist – Waiting to Testify – Per Hour	\$84.80	\$50 - \$75
Medical Doctors – In Court or Depo - Per Hour	\$156.43	\$150 - \$200
Medical Doctors – Out of Court – Per Hour	\$128.33	\$100 - \$125
Other Pre Trial Expert – In Court – Per Hour	\$102.67	\$75 - \$100
Other Pre Trial Expert – Out of Court – Per Hour	\$77.00	\$50 - \$75



# Motion for Expert Services:

- Prior to retaining an expert, counsel must file a written motion seeking authorization to incur expert services. The motion needs to establish the basis for expert services by setting forth the reason why the expert services are necessary for the defense of the case. The motion must also specify the expert needed for the defense of the case. The defense has the burden to show the particularized need for expert services.
- JAC is entitled to participate in any proceedings to authorize the services of an expert. The motion for expert services must be provided to JAC prior to a court entering an order authorizing those services. JAC is entitled to reasonable notice of any hearing related to a motion to authorize an expert service. If the attorney obtains an order authorizing expert services without proper notice, then the order may be invalid.



Next

Return to  
Table of  
Contents

## Motion for Expert Services Continued:

- Generally, experts are compensated on an hourly basis. In limited circumstances, a court may authorize compensation in a different manner such as a flat fee for a competency evaluation; a set rate for a type of DNA test; or a fee for medical procedures like MRIs, CAT scans, or PET scans.
- In those situations, the motion must indicate the set rate or fee for those services.



# Order Authorizing Expert Services:

- Any order authorizing expert services should contain the specific services to be provided, the compensation rates for those services, and a maximum amount authorized for the expert services. As long as the order contains this information, JAC can pay a billing from the expert without the need for further court order as long as the billing is within the amounts authorized by the court order, and JAC has no objections to compensation.
- The attorney should obtain a good faith estimate from the expert regarding how much will be needed to perform the services in the case. The maximum amount authorized for expert services should be based upon this amount.

For example, if an attorney is seeking a comprehensive forensic psychological examination of the defendant, the attorney should ask the expert the number of hours the expert anticipates will be necessary to complete the evaluation.

## Rates in Excess of the Established Rates:

- When an attorney seeks to procure expert services in excess of the established rates, or in excess of the rates recommended by the Indigent Services Advisory Board, the motion filed with the trial court will need to justify services in excess of the established rates. The attorney has the burden to establish that expert services are necessary to the defense of the case and that the attorney made diligent efforts to obtain the services within the established rates.
- Absent an order expressly authorizing a rate in excess of the established rates, JAC will only pay or reimburse for expert services at the established rates. If the attorney procures services at a higher rate, the attorney may be responsible for paying the difference.

# Out-of-State Experts:

- The use of out-of-state experts is not authorized when there are competent experts available within Florida. An attorney should not seek authorization from the court for out-of-state experts absent a showing that there are no providers with appropriate skills or expertise available, first, in the county in which the case was filed, and second, in any other county in Florida.
- If an attorney retains an out-of-state expert without such a showing, then the attorney or expert cannot obtain reimbursement through JAC for travel expenses, including compensation for travel time.
- Any order authorizing the employment of out-of-state experts must be in writing and contain specific findings regarding the unavailability of a qualified in-state expert.

# Travel Time for Experts:

- Experts may not bill for time spent traveling on a case unless an hourly rate has been established by law or court order for the travel time. Generally, travel time is not reimbursable.



# Retainers:

- JAC does not prepay a retainer for expert services.
- If an expert requires a retainer, the attorney is responsible for paying the retainer and then seeking reimbursement after the expert has completed the services.
- The attorney shall only be reimbursed the amount necessary to compensate the expert at the authorized hourly rate irrespective of the amount of the retainer. If the expert services do not exhaust the retainer, JAC will not reimburse the attorney for the difference. A detailed hourly statement of the expert's services and hours billed is required when seeking reimbursement.

# Exhaustion of Amount Authorized:

- If an expert exhausts the amount previously authorized by court order, then the attorney should file a motion to authorize additional services prior to the expert providing additional services in the matter.
- It is important that the attorney inform the expert of the amount authorized for the case. Before the amount is exhausted, the expert should notify the attorney if additional services are required so that the attorney can file the appropriate motion with the trial court.

# Multiple Defense Experts:

- Generally, the defense is only entitled to one expert in one general area (such as mental health).

For example, if the defense needs the assistance of a mental health expert, the court is generally authorized to appoint a single expert to assist the defense.

- If the defense desires multiple experts in similar categories, the defense needs to establish a basis for the appointment of multiple experts in the same general area.

For example, the motion could allege that the examining psychologist recommended that a defendant be examined by a neuropsychologist.

# Sealing of Motion and Orders:

- In some instances, an attorney may wish to have a motion and order sealed because disclosure to the state attorney's office could adversely impact the defense.

For example, the motion may disclose confidential information or reveal defense strategy.

- Fla. R. of Jud. Admin. 2.420 contains specific requirements to place an order under seal.
- As a state agency, JAC is subject to the requirements of public records law. If an attorney desires to have motion or orders kept under seal, the attorney must provide JAC with an order sealing the documents pursuant to Fla. R. Jud. Admin 2.420.



# Mileage:

- When using a privately-owned vehicle and travel is more than 50 miles one way, a due process vendor may bill for mileage pursuant to section 112.061, F.S. A request for reimbursement of mileage must be through the travel voucher issued by the Department of Financial Services. Both the expert (as the traveler) and the attorney (as the supervisor) must sign the travel voucher. The official Department of Transportation highway mileage from point of origin to destination (city to city) must be used. See link to website: <https://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx>
- In certain circumstances, JAC may object to mileage reimbursement. One such circumstance is where the attorney retained an out-of-county expert when there were competent experts available in the county.

For example, JAC may object to mileage (and travel time if authorized) if an attorney retains a psychologist from Dade County to work on a Broward County case.

# Entering into Contract with JAC:

## Type 1 Due Process Contract

- **The Type 1 Contract for Due Process Services (Type 1 Due Process Contract)** is for vendors providing ordinary due process services in private court-appointed cases such as court reporters, interpreters, videographers, private investigators, mitigation specialists, and private process servers. This contract runs with the State fiscal year and covers all services rendered by the expert through June 30th. This contract provides that all services will be provided at the rates established in the General Appropriations Act. If an expert bills in excess of the established rates, JAC will be authorized to correct the billing to the correct rates and then process the billing for payment.

## Type 2 Due Process Contract

- **The Type 2 Contract for Due Process Services (Type 2 Due Process Contract)** is for vendors providing extraordinary services such as psychologists, psychiatrists, medical doctors, and other specific experts. Although these services should be at the established rates, the contract provides a mechanism to exceed those rates where the vendor's expertise or other factors warrant compensation at a rate higher than established rates. Except in exceptional circumstances, the Type 2 Due Process Contract will not be executed with vendors of ordinary due process services such as court reporters and private investigators. This contract runs with the State fiscal year and covers all services rendered by the expert through June 30th. JAC retains the authority to correct the billing to the correct rates if the attorney or expert does not provide JAC with an order authorizing higher rates.



Next

Return to  
Table of  
Contents

## Which Contract Should an Expert Execute:

- If an expert is willing to provide services at the established rates, then the expert should execute the Type 1 Due Process contract. This contract binds the expert to provide services at those rates. An expert executing this contract will be eligible to provide services in any court appointed and indigent for costs case in those circuits for which the expert has indicated a willingness to provide services.
- If the expert intends to seek compensation in excess of the established rates, the expert should execute the Type 2 Due Process contract. This contract allows for the court to authorize higher rates upon an appropriate showing. The execution of this contract, by itself, will not allow for compensation in excess of the established rates. Any authorization for services in excess of the established rates must be through a specific court order.

# JAC's Online Vendor Database:

- JAC maintains a searchable database listing those experts who have executed Type 1 and Type 2 Due Process contracts. If an expert does not want to have the expert's information available in the database, the expert needs to check the appropriate box in the addendum to the JAC contracts.
- JAC does not endorse or verify the professional qualifications of the persons listed in the database. For those experts who wish to have their information posted, it is the expert's responsibility to provide accurate and current information. The information is offered as a courtesy to attorneys to help them locate competent experts for their court-appointed and indigent for cost cases.

## Submission of Billings – Correct Invoice/Voucher Cover:

- Voucher Covers are generally created electronically via MyJAC. An exception is when billing a Pro Se case, a hard copy voucher cover may be used in lieu of the electronic voucher cover.
- It is the responsibility of attorneys and due process vendors to use correct and current JAC Invoice/Voucher covers. These Invoice/Voucher covers are updated from time to time to take into account changes in the law and policy.
- The current Invoice/Voucher covers are posted on JAC's website.

## Submission of Billings – Correct Invoice/Voucher Cover Continued:

- The JAC Invoice/Voucher covers require the submission of information necessary for JAC to review a billing for compliance with statutory and contractual requirements.
- The failure to use the appropriate Invoice/Voucher cover can result in essential information being omitted from the billing. This can delay the processing of the billing as well as other billings because JAC staff has to spend substantial time obtaining the information that would have been included if the attorney or due process vendor had used the appropriate Invoice/Voucher cover.

# Completion of Invoice/Voucher Cover:

- The JAC Invoice/Voucher Cover must be fully completed including all essential information requested.
- When experts attach their own invoice, the information requested in the Invoice/Voucher cover must still be completed.
- The amount billed must always be provided in the JAC Invoice/Voucher cover.
- Detailed instructions on how to complete the Invoice/Voucher covers are available on JAC's website. Instructions are provided for each type of Invoice/Voucher cover.

## Submission of Billings (Detailed Invoice):

- An expert must submit an itemized billing invoice. The invoice must include the date of service, type of service(s) provided, and amount of time worked for each service. The billing must be sufficiently detailed so that JAC can assess the reasonableness of the work done in the matter.
- Services should be billed in hours and tenths of hours. ***An expert may not bill in quarter hour increments.***
- An expert may not bill for services across multiple dates with a single entry. The billing must provide each date of service and the time worked on that date.



Next

Return to  
Table of  
Contents



## Submission of Billings (Detailed Invoice):

- A billing may not contain entries in which an expert bills for services across multiple dates in a single entry. Each billing entry must indicate the precise date that the service was rendered and cannot contain any language suggesting ambiguity regarding the date the activity was performed.
- When submitting a detailed hourly statement, vendors are required to provide a single entry by date.
- When an expert provides multiple services on the same date, the expert would provide the amount of time worked on each service in the description of the services.



Next

Return to  
Table of  
Contents

## Submission of Billings (Detailed Invoice):

- There are two exceptions to the requirement to submit a single entry by date. First, if the services involve more than one provider, then separate entries by date should be provided for each provider.
- Second, for due process providers (usually experts) providing services at different rates, the hourly statement would have separate entries for services performed at different rates. For example, if an expert had a different rate for travel time, then the hourly statement would contain an entry at the regular rate and a second entry at the travel rate if those services were provided on the same date.

# Submission of Billings (Detailed Invoice) Continued:

- If more than one expert works on the case, this must be specifically authorized in the court order and should include the rates authorized for each expert. Similarly, if the expert intends to bill for time for assistants or other professionals, this must be specifically authorized by court order. The billing must accurately reflect who performed the work being billed.

For example, if an expert utilized another qualified professional to administer an intelligence test, this should be clearly indicated in the billing.

- If the services are being provided on a per service basis, the billing must reflect the date the service was provided.

For example, the billing should indicate the date that an MRI was performed on the defendant.

# Submission of Billings (Detailed Invoice) Continued:

- For review of documents, the billing should indicate the type of document and approximate number of pages reviewed. For review of audio tapes, video tapes, or other media the billing should indicate the approximate length of the media.
- The billing should be sufficiently detailed for JAC to objectively assess the reasonableness of the services rendered.
- It is the attorney's responsibility to review the billing prior to submission to ensure there is no breach of attorney-client or work product privilege and to redact any such information as appropriate.
- Any redaction should be limited to the extent necessary to protect attorney-client or work product privilege.

# *My JAC (JAC's Secure Website):*

- JAC has created a secure website through which an expert can submit billings and obtain information regarding both unpaid and paid bills submitted to JAC. Through *My JAC*, an expert can determine whether JAC has received a billing and whether JAC has approved the billing for payment. An expert can also access letters and notices related to the billing such as audit deficiencies and letters of objection.
- Instruction on how to setup access to the secure website is available at:
  - <https://www.justiceadmin.org/login/login/Quick%20Reference%20Guide-Vendor%20Login.pdf>
- The JAC Online Support Team can assist an expert in setting up an account and in using *My JAC*.

# Online Billing Submission System:

- With limited exceptions, due process billings must be submitted online through *My JAC*. Experts who have registered an account with *My JAC* may submit invoices to cases already open in the JAC system.
- Prior to beginning an online invoice submission, the due process vendor must have the necessary documentation ready. During the billing process, the due process vendor will complete an electronic JAC Invoice/Voucher Cover.
- Supporting documentation including any vendor invoices must be scanned to electronic files. All files must be in PDF or TIFF format only. During the online billing process, the vendor will be prompted to upload these files. Please make sure the scans of all documents are legible.

# Online Billing Submission System continued:

- Once the billing packet has been submitted, a confirmation message will appear and the attorney and due process vendor will receive a confirmation email.
- The attorney will log into *My JAC* and review the billing and supporting documentation and then either approve or reject the billing. Attorneys **should** approve or reject due process vendor billings within 10 business days.
- If the due process vendor needs to amend the billing or respond to an audit deficiency, the additional document(s) may be submitted through the Online Billing Submission system using the Tracking Number assigned to the billing.
- To assist in submitting billings through this new system, additional instructions and tutorials are available on *My JAC*.



# Indigent for Costs Cases:

- In some instances, a privately retained attorney may have their client declared indigent for costs. When this occurs, the attorney needs to provide JAC with specific documentation related to this determination. The attorney must provide JAC with:
  - The motion to declare the defendant indigent for costs;
  - The completed clerk's application for indigency;
  - An affidavit as to the estimated amount of attorney's fees;
  - The order declaring the defendant indigent for costs;
  - The charging document; and
  - The JAC Contract signed by the attorney.
- Until JAC receives these documents, JAC cannot process any billing for payment related to that case.



# Indigent for Costs Cases Screenshot:

- A private attorney can access My JAC (JAC's secure website) related to his or her cases. One of the items the attorney can access is a screen showing whether JAC has received the six documents listed above. The attorney can print this screen. Before commencing work on an indigent for costs case, an expert or other due process vendor may wish to ask the attorney for a copy of this screen to verify that the attorney has provided JAC with the necessary documentation.

The Justice Administrative Commission

Case Number	
Description	
Defendant Last	
Defendant First	

**IFC Attorney Contract** Received  
**Motion for Indigence** Received  
**Order of Indigence** Received  
**Application for Indigence** Received  
**Affidavit for Attorney Fees** Received  
**Charging Document** Received

Chapter 39 cases including Dependency and TPR do not require a Charging Document for Due Process vendors to be paid.

Invoice	Type	Warrant #	Total	Status
20074866	FREIGHT		\$4.95	Waiting on Response from Vendor
20074866	DEPOSITION TRANSCRIPTS		\$30.00	Waiting on Response from Vendor
20074866	DEPOSITION TRANSCRIPTS		\$65.00	Waiting on Response from Vendor
20074866	DEPOSITION TRANSCRIPTS		\$103.95	Waiting on Response from Vendor
20076062	APPEARANCE FEES	1001555	\$45.00	Paid
20076062	APPEARANCE FEES	1001555	\$65.00	Paid
20076869	DEPOSITION TRANSCRIPTS	1360736	\$103.95	Paid
20076869	POSTAGE	1360736	\$4.90	Paid



# Billing Audit Deficiencies:

- When JAC receives a billing for expert services which lacks necessary documentation or requisite information, JAC may send the expert and the attorney a Billing Audit Deficiency. The Billing Audit Deficiency will indicate the reason JAC is unable to process the billing and will request that the expert and/or the attorney provide the lacking documentation or information.
- When JAC issues a Billing Audit Deficiency, the expert and/or attorney needs to provide the additional documentation or otherwise resolve the Billing Audit Deficiency in expeditious fashion.
- Failure to resolve the Audit Deficiency may result in JAC paying the billing at a reduced rate or rejecting the bill.



Next

Return to  
Table of  
Contents

# Billing Audit Deficiency Continued:

- When responding to a Billing Audit Deficiency, the expert or attorney must use the Audit Deficiency as the cover page for any submission. This will allow JAC staff to identify the appropriate case.
- Billing Audit Deficiencies should be submitted through the Online Billing Submission system using the Tracking Number for the billing.
- JAC receives numerous documents and submissions on a daily basis, so the failure to use the Audit Deficiency as the cover sheet could result in delay in payment.
- When requesting reinstatement of a billing, the Reinstatement portion of the Audit Deficiency must be signed. A response to an audit deficiency will not be deemed submitted until JAC receives a signed request for reinstatement. This request may be submitted through the Online Billing Submission system.

# Notice of Inspection of Records:

- Experts who execute the JAC Contract must maintain contemporaneous records for their billing in accordance with the provisions outlined in the JAC Due Process Contract.
- Contemporaneous Records, include but is not limited to, Timesheets (other than the original hourly statement); Calendar Entries; Notation logs; Jail logs related to client visitation or witness interviews; Research notes reviewed; Factual notes from discovery or other materials reviewed; Notes from conversations, telephone conferences, conference calls, or meetings; Notes from hearings or depositions; and Notes from client or witness interviews.
- Where deemed necessary, JAC may request a copy of contemporaneous records for billings.

# Direct Deposit (EFT):

- Due process vendors including experts must participate in a direct deposit program which allows for transfer of funds electronically to an account at a federal-chartered or state-chartered financial institution (EFT). If a due process vendor seeks an exemption from this provision, the due process vendor must submit in writing a request for exemption specifically delineating why he or she cannot comply with this provision.
- JAC does not review or process the application to set up electronic funds transfer. ***The application must be submitted directly to the Department of Financial Services (DFS).*** Information and the forms necessary are available on DFS's website:
  - <https://www.myfloridacfo.com/Division/AA/Vendors/>



# Direct Deposit Continued:

- Once completed, the form should be sent to:  
Department of Financial Services  
Direct Deposit Section  
200 E. Gaines Street  
Tallahassee, Florida 32300-0359
- Please do not send these forms to JAC. JAC cannot process or review these forms.
- After setting up an EFT with DFS, if there are any changes to the payee name submitted to DFS, please submit the updated information to JAC's contract section.
- The payee name in JAC's database must match exactly with the EFT information in order for payment to be received.

