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To: Registry Attorneys
From: Stephen Presnell, General Counsel
Date: June 9, 2011
RE: Changes to 2011/2012 Attorney Agreements

There were few statutory changes during this legislative session. The legislature implemented some additional flat fees in the General Appropriations Act. These flat fees address common situations where no flat fee appeared to apply such as where the state did not file a petition, information, or indictment. The new flat fees will be incorporated into the rate charts posted on JAC's website. As of July 1, 2011, these fees will apply retroactively.

JAC has made some revisions to the contracts for fiscal year 2011/2012. A brief summary of these changes is as follows:

- **\$25 penalty for untimely submission of the order of appointment.** A submission will be deemed untimely if submitted more than 90 days after entry of the order of appointment. This penalty will not apply if the billing is subjected to a penalty for untimely billing.
- **Minimum equipment requirements.** The Agreement now provides that an attorney must have regular access to a computer, printer, scanner, internet access and an e-mail account capable of receiving correspondence from JAC. JAC is transitioning to an electronic data management system. In order to facilitate this transition, registry attorneys will need to own, possess, or have routine access to basic computer equipment and internet access.
- **Flat fee correction authority.** This provision will allow JAC to correct flat fee billings to comport with the flat fee for the case. If an attorney submits a flat fee billing in the wrong amount, JAC will have the option to correct the billing and issue payment in the amount of the correct flat fee. (If an attorney intended to seek compensation in excess of the flat fee, the attorney must use the appropriate JAC invoice voucher cover. Any submission using a flat fee voucher cover may be deemed a flat fee billing.)
- **Electronic submission of pleadings.** Attorneys will be required to submit legal pleadings electronically as directed by JAC Policies and Procedures. The document will not be considered served until JAC receives an electronic copy. This provision is further intended to facilitate JAC's transition to an electronic data management system. Initially, documents will be submitted through e-mail at pleadings@justiceadmin.org.
- **Mileage reimbursement.** Mileage reimbursement will only be authorized for trips in excess of 50 miles one way. Effective July 1, 2011, JAC will no longer be accepting mileage logs. Instead, any request for mileage must be submitted using the travel

voucher form approved by the Florida Department of Financial Services pursuant to s. 112.061, F.S. Information on how to complete the travel voucher will be posted on the JAC's website. Additionally, clarification language is added clearly stating that reimbursement for mileage is limited to actual mileage regardless of the number of cases involved. Lastly, JAC reserves the right to object to mileage incurred by attorneys residing in another circuit to travel to a case.

This memorandum is provided for informational purposes only to alert attorneys to significant statutory changes that were enacted during this legislative session as well as contract changes. Attorneys should refer to the statutory language, the revised contracts, and JAC policies and procedures for the precise language involved as well as any other applicable requirements.

As discussed above, JAC is transitioning to an electronic data management system. JAC is striving towards a paperless system that will significantly reduce the administrative burden on attorneys, due process providers, the courts, and JAC staff. These changes should benefit all participants in the private court appointed system. As discussed in another memo, JAC is initiating this process with electronic submission of registry contracts. In the near future, JAC anticipates additional changes including electronic submission of billings.

If you have any questions or concerns, feel free to contact the JAC Help Desk at (866) 355-7902.