



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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[www.justiceadmin.org](http://www.justiceadmin.org)

To: Registry Attorneys  
From: Stephen Presnell, General Counsel  
Date: June 9, 2011  
RE: Electronic Submission of Agreement for Attorney Services

**COMMISSIONERS**

**Dennis Roberts, Chair**  
*Public Defender*  
**Diamond R. Litty**  
*Public Defender*  
**Jerry Hill**  
*State Attorney*  
**Brad King**  
*State Attorney*

Commencing this fiscal year, JAC will no longer be posting the registry contract on its public website. Instead, executable registry contracts will only be available through JAC's secure website. **JAC anticipates the electronic submission of contracts will be online mid-June 2011.** A notice will be posted on JAC's website when the electronic submission of contracts is available.

Registry attorneys who have not already set up an account will need do so before they can execute the registry contract for next fiscal year. Information on how to set up an account is available at:

<http://www.justiceadmin.com/login/Quick%20Reference%20Guide-Attorney%20Login.pdf>

In addition, please be aware that valuable information regarding the status of your billings in court appointed cases is available on JAC's secure website.

Once you have accessed the website, in order to view the contracts you will click on the link for contracts under My Access. The website will list the registries for which you have been approved. Please be aware that JAC receives the registry lists from each circuit on an ongoing basis so this information may change.

**Although you may execute one contract per circuit as in past years, you will have the option to execute a single contract covering all circuits for which you have been approved.** You will not be able to execute a contract for a circuit until JAC receives notice from the chief judge that you are approved, or remain approved, for a registry in that circuit.

At this point, you will be directed to the form where you can verify the information for your contract. If information needs to be updated, you may do so at that time. Once you have verified the information, you will be able to generate a preview of the contract in pdf format. Once you have completed your review, you may electronically sign the contract and submit it to JAC through the secure website. You will receive an e-mail confirmation and an electronic copy of the contract electronically submitted to JAC. The JAC website will be updated to reflect the current status of the contract. Once the contract has been approved by JAC, an email notification will be sent. The attorney can then view the contract thru JAC's secure website.

Please be advised that, under Florida law, an electronic signature is deemed equivalent to a physical signature. The attorney rather than an assistant must be the person who electronically signs the contract.

Alternatively, you may print and execute the contract by signing it in blue ink and then mail a single copy to JAC. Once JAC has completed its review and executed the contract a signed copy will be returned to you via e-mail attachment.

If you have any questions, please contact the JAC Contracts Section at 866-355-7902, Ext 264.