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To: Attorneys and Due Process Providers
From: JAC Legal
Date: February 4, 2013
RE: New Invoice/Voucher Covers and Online Submission of Case-Opening Documents

Recently, JAC has implemented, for your convenience, significant changes in the manner in which bills are submitted and processed. The changes include new Invoice/Voucher Covers for attorneys and due process providers and a new system which allows court-appointed attorneys to submit case opening documents online.

I. NEW INVOICE/VOUCHER COVERS

The voucher covers have been standardized and some have been consolidated to reduce the number of forms. The forms are designed to be completed on the computer, with built-in instructions and totals, which are automatically calculated as the form is completed. The new voucher covers are found in the *Court-Appointed* section of the JAC website, www.justiceadmin.org, under *Forms and Rates*. The link is:

http://www.justiceadmin.com/court_app_counsel/formsandrates.aspx

A memo dated September 7, 2012, was posted on the website informing attorneys and due process providers about the new voucher covers, requesting that they be used beginning October 1. Although most have used the new vouchers, JAC continued to accept bills submitted on old voucher covers during the transition. However, **effective March 1, 2013, bills for attorneys and vendors must be submitted on the new Invoice/Voucher Covers.**

PLEASE KNOW THAT FAILURE TO USE THE CURRENT FORMS AFTER MARCH 1, 2013, MAY RESULT IN JAC REJECTING AND RETURNING THE BILLING TO BE RESUBMITTED USING THE NEW VOUCHER COVER.

II. ONLINE SUBMISSION OF CASE-OPENING DOCUMENTS

Attorneys are required to submit to JAC case-opening documents, including Orders of Appointment and Charging Documents, within 30 days of the appointment. JAC is now providing a method for submitting these documents online. 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.

Currently, the new online feature is to be utilized only to submit Orders of Appointment and Charging Documents for court-appointed cases. This feature should not be used to submit information or documents related to Indigent for Costs cases or documents in response to Audit Deficiency Notices. These documents should be sent via compliancereview@justiceadmin.org.

Any questions regarding the new voucher covers or the new online case opening procedure should be directed to the JAC Help Desk. The Help Desk can also assist attorneys and vendors experiencing difficulty logging in to My Access.