ADMINISTRATIVE OFFICE OF THE COURTS



BILLING MANUAL 2026

BILLING MANUAL FOR EXPERTS SEEKING COMPENSATION
THE ADMINISTRATIVE OFFICE OF THE COURTS

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INTRODUCTION

This "Billing Manual" from the Administrative Office of the Courts (AOC), serves to inform Experts and Traffic Hearing Officers seeking compensation of the invoicing process for payment. The term "Expert" is used hereinafter, as may be applicable, to refer either individually or collectively to a vendor considered an Expert and/or a Legal Entity approved by the Courts of the Eleventh Judicial Circuit of Miami-Dade County, Florida ("Court") through the Administrative Office of the Courts ("AOC") to provide services for the Court. The services provided are primarily in the areas of interpreter and medication services, psychological, psychiatric, or mental health evaluations, and traffic hearings.

The policies and procedures in this Billing Manual apply equally to an Expert and Legal Entity. The Legal Entity is responsible for ensuring that an Expert working under the auspices of the Legal Entity knows and understands the rights and responsibilities of this Billing Manual and has been approved by the AOC for court-appointed work. If the Legal Entity is the party approved by the AOC to be court-appointed to cases, this Agreement is the basis under which the services of the Expert shall be provided.

COMPENSATION

To provide uniform rates of compensation for Experts (vendors) appointed by the Court when the AOC, using State funds, is financially responsible for the payment of an Expert's services pursuant to Florida Law, the rates of compensation listed in Appendix "A" shall apply.

The AOC is not responsible for Expert fees incurred in Sexually Violent Predator civil commitment cases, (commonly referred to as the Jimmy Ryce Act). Also, regarding Boot Camp Evaluations, the party moving for the evaluation is responsible for payment.

The AOC is only responsible for expert witnesses appointed by the Court pursuant to an express grant of statutory authority. See Section 29.004(6); and Appendix 'C' for Section 916.115, Florida Statutes as examples.

Additionally, each contract will specifically state the rate of compensation and/or refer to the Billing manual for this information. Rates or schedule of fees rates will be provided contractually and those rates, if not listed in this manual, will be used to provide guidance in reviewing invoices and for payments.

ORDER OF APPOINTMENT

A thoroughly completed order of appointments is required for every case in which a court-appointed Expert is seeking compensation from the Court and the State of Florida through the AOC. An order appointing an Expert *nunc pro tunc* may be

acceptable depending on the circumstances of the case. In the Probate Division, for example, the order of appointment is titled Notice and Order Regarding Petition to Determine Incapacity and/or for the Appointment of Guardian for examinations conducted in incapacity cases and Order Giving Notice of Filing of Suggested Capacity and Appointment of Physician to Examine Ward for examinations conducted in restoration cases. Other divisions may have similar court order titles which clarifies the order type and are specifically designed to meet the division's needs.

The AOC will not pay for services or hourly fees that precede the date of an order of appointment. An order appointing an Expert is one appointment for the purposes of compensation. For contractual services, limitations of services, financial consequences, supporting documentation, certifications, and invoicing, refer to current contracts established between vendor/contractor and the Court.

If the evaluation occurs after the court ordered due date of the report for any reason, such as the person to be evaluated fails to appear, the Expert is to provide a written explanation on a separate letter, and this is to be submitted an invoice for "no show/unable to evaluate".

For the Probate Division, if the Expert is unable to complete their evaluation and file their report before the date of the incapacity hearing, the AOC will not pay for their services. If the Expert makes a reasonable, good faith effort to complete their evaluation but is unable to do so before the date of the incapacity hearing because the person to be evaluated refuses to cooperate, fails to appear or is not at the location specified, the expert may submit an invoice for a "no show/unable to evaluate" rate. For a 'no show', the Expert must also provide a letter of explanation regarding the non-appearance and file it with the Clerk of Court Comptroller (COCC). The Expert must provide a copy of this letter with the Uniform Invoice.

If the Expert is unable to file their report by the due date specified in the order of appointment but can file the report before the date of the incapacity hearing, the Expert may submit an invoice for the evaluation rate, but the invoice may be subject to a 10% reduction. A judge may, for good cause, grant an extension of time to file the report or a waiver of the 10% reduction. An Expert seeking such a waiver or extension is responsible for submitting a written request to the judge before submitting their Uniform Invoice for payment. If the request is granted, the Expert must attach the order granting the waiver or extension to the Uniform Invoice when it is submitted for payment.

An order of appointment for a competency or psychological evaluation by an Expert shall include, but is not limited to those evaluations, examinations, and tests listed in Appendix "A" for the flat fee.

The Uniform and Mileage Reimbursement Invoice is the only acceptable form to request compensation from the AOC for this expense.

BEST PRACTICE FOR INVOICE SUBMISSION

In support of the Supreme Court's Administrative Orders (such as AOSC 14-1, AOSC16-14, AOSC23-25, and others) and the ongoing transition to paperless court operations, the implementation of electronic enhancements such as e-filing and the conversion of paper documents into searchable PDF formats has proven essential for efficient processing. Accordingly, the Court adopting electronic invoicing in 2021 aligns with the Supreme Court's recommendations and mandates, further facilitating streamlined operations within the judicial system.

As electronic processes are being established statewide, vendors should attempt to submit invoices that are character-recognizable (i.e., machine-readable text) rather than image-only or repeatedly scanned copies. The issue with image only and repeatedly scanned copies is that they need to be converted to be processed. By converting the document (image or scan) data can be distorted or lost. Illegible or image-only invoices may result in delayed processing or returned submissions for correction.

This will most likely cause the invoice to be rejected at some point during the audit process and may cause payment delays. Therefore, please follow the below standards.

- Submit invoices in PDF format with selectable, searchable text — not as scanned images or photographs.
- Avoid multiple rescans or low-resolution copies that distort or blur text fields.
- Ensure that all key fields (invoice number, date, case number, Type of Evaluation, amounts, etc.) can be copied or extracted directly for processing.
- If a scan is necessary, it is recommended to use a high-quality OCR (Optical Character Recognition) setting, so text remains recognizable.

Use of PDF with searchable text will streamline data entry, reduce processing time, and ensure prompt payment by reducing delays.

The state financial system of record (FLAIR) does not allow for more than 9 characters for the Invoice Number. Therefore, no invoice should be forwarded to ASD that has more than 9 characters, including special characters.

UNIFORM INVOICE FOR SERVICES

The original Uniform Invoice must be electronically signed by the Expert and submitted in accordance with the contractual requirements. This is essential for a

complete payment request package to be submitted. The payment request will not be considered submitted for prompt payment purposes unless a correct and thoroughly completed Uniform Invoice with required supporting documentation is included in the payment request package that is submitted to the AOC.

The AOC has instituted a standard invoice numbering system for Uniform Invoices that shall be used on all Uniform Invoices submitted to the AOC. The standard invoice numbering system includes, in the following order:

1) The first letter of the defendant's first name.

2) The first two (2) letters of the defendant's last name. If the defendant has a middle or hyphenated last name, the second last name should be used.

Example 1: A competency evaluation was performed on April 20,2021 re defendant John Franklin Doe

- The invoice number is: JDO042021

Example 2: A competency evaluation was performed on May 25, 2021, re defendant Maria Diaz-Hernandez.

- The invoice number is: MHE052521

3) Use a six-digit number reflecting the month, day, and year (MMDDYY) the services or testimony was provided. If the Expert provided services or testimony that extended past one (1) day, then the Expert should use the first date of services or testimony.

4) When multiple services are provided in one day, the first invoice shall comply with standard invoice numbering procedures and the subsequent invoices shall include a letter following the invoice number, **but not to exceed nine (9) characters**. The Expert must use uppercase letters in the Standard Invoice Number.

Example: An Expert performed a competency evaluation on December 08, 2021, on Defendant, John Doe.

- The Standard Invoice Number would be: JDO120821.
- The Expert testified regarding the competency evaluation on Defendant, John Doe the afternoon of December 08, 2021.
- For multiple services provided the Standard Invoice Number would be: JDO120821 and JDO12081A (remove first digit of calendar year).

5) Sample invoice numbers that are **not allowed** by FLAIR

- Invoice submitted as HM26-0119CC will become via FLAIR HM26119CC as FLAIR does not accept more than nine (9) characters.

- Invoice submitted as 61051-61246 will become via FLAIR 105161246, as FLAIR does not accept more than nine (9) characters.

See Appendix E for a further explanation and an example of a completed Uniform Invoice.

MILEAGE REIMBURSEMENT

Travel expenses shall be limited to those incurred as authorized and allowable and must be within the limitations prescribed by Florida Statutes. "All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed based on the current map of the Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher." § 112.061(7)(d)3, Fla. Stat. (2025)

Mileage allowance fixed rate is 44.5 cents per mile. All mileage shall be shown from the point of origin to the point of destination and shall be computed based on the current map of the FDOT Official Highway Mileage Viewer (arcgis.com)

As of July1, 2019 the AOC ceased reimbursement for tolls and parking fees.

Payment requests will not be considered submitted for prompt payment purposes unless a correct and thoroughly completed invoice is received as required by statute 215.422. In case of an error on the part of the vendor, the 40-day period shall begin to run upon receipt by the agency or the judicial branch of a corrected invoice or other remedy for the error.

All travel vouchers and supporting documentation should accompany the related Uniform and Mileage Reimbursement invoice and be submitted to the courts division from which the assignment was received.

Example: An Expert performed a competency evaluation on December 08, 2021, on Defendant, John Doe.

- The Standard Invoice Number would be: JDO120821

- The Expert testified regarding the competency evaluation on Defendant, John Doe the afternoon of December 08, 2021.

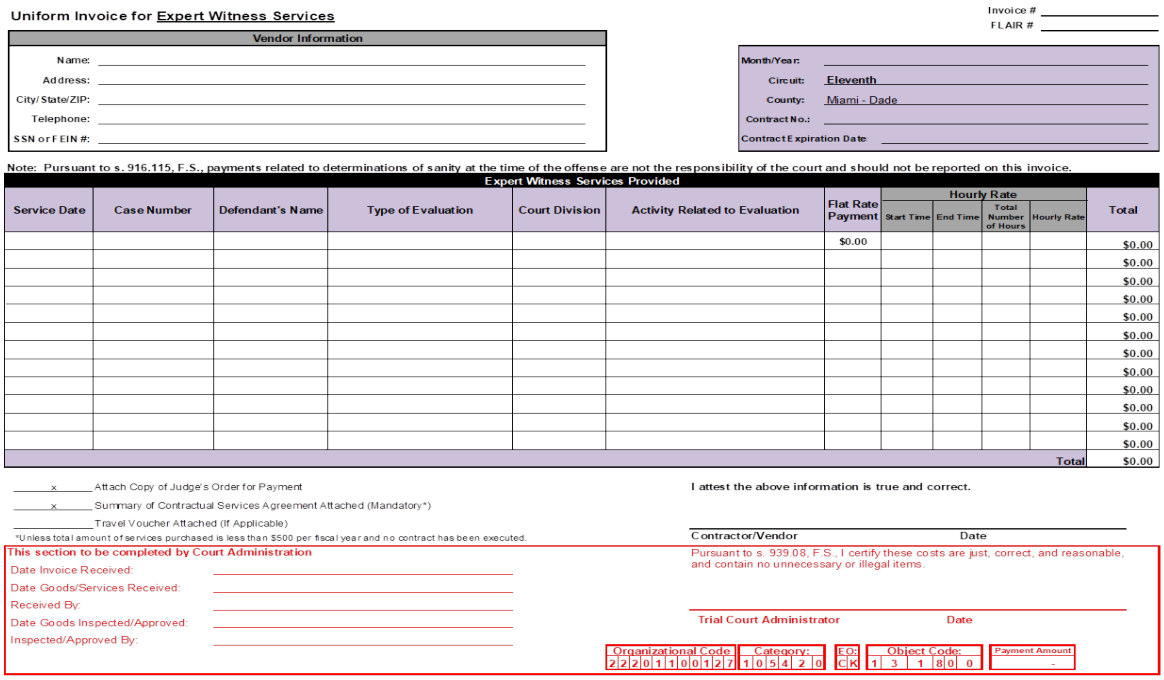
- For Travel reimbursement the Mileage Reimbursement Invoice Number would be: JDO12081T (remove first digit of calendar year

and add the T).

See Appendix C for further instructions and sample of the Mileage Reimbursement invoice and guide.

CERTIFICATION AND ATTESTATION OF INVOICES

An Expert must electronically certify and attest to the information contained in the electronic invoice and must sign according to the instructions for certification and attestation included on both the Uniform and Mileage Reimbursement Invoices (see Appendix E). Sample Invoice below.



Uniform Invoice for Expert Witness Services

Invoice # _____
FLAIR # _____

Vendor Information

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
SSN or FEIN #: _____

Month/Year: _____
Circuit: Eleventh
County: Miami - Dade
Contract No.: _____
Contract Expiration Date: _____

Note: Pursuant to s. 916.115, F.S., payments related to determinations of sanity at the time of the offense are not the responsibility of the court and should not be reported on this invoice.

Expert Witness Services Provided

Service Date	Case Number	Defendant's Name	Type of Evaluation	Court Division	Activity Related to Evaluation	Flat Rate Payment	Hourly Rate				Total
							Start Time	End Time	Total Number of Hours	Hourly Rate	
						$0.00					$0.00
											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
											$0.00
										Total	$0.00

_____x_____ Attach Copy of Judge's Order for Payment
_____x_____ Summary of Contractual Services Agreement Attached (Mandatory*)
_____ Travel Voucher Attached (If Applicable)
*Unless total amount of services purchased is less than $500 per fiscal year and no contract has been executed.

I attest the above information is true and correct.

_____
Contractor/Vendor Date

This section to be completed by Court Administration

Date Invoice Received: _____
Date Goods/Services Received: _____
Received By: _____
Date Goods Inspected/Approved: _____
Inspected/Approved By: _____

Pursuant to s. 939.08, F.S., I certify these costs are just, correct, and reasonable, and contain no unnecessary or illegal items.

_____
Trial Court Administrator Date

Organizational Code	Category:	EO:	Object Code:	Payment Amount
2220110012	105420	CK	13180	-

CONSISTENT CASE NUMBER

The Expert must use the complete case number including prefixes, suffixes and applicable letter designators specifically identifying the defendant, parent or child on any Uniform Invoice, correspondence, and document submitted by the Expert to the AOC or the Court for a case. The Expert must use the appropriate alpha designator assigned to a case. For example, for a felony it is "F", for a misdemeanor "M", for Juvenile Delinquency it is "J", for Juvenile dependency, it is "D", and for a branch court misdemeanor, it is "B".

The Expert must consistently use the same case number on all Uniform Invoices. In incapacity and suggestion of capacity/ restoration cases, the Expert must use the mental health case number in the format of 2021-000123-MH-02. If there are multiple case numbers, please provide the first case number and indicate "et. al." for the remaining.

REPORTS

Follow the process as per the court divisions below.

- Criminal Court: the AOC will not accept Invoices for payment unless the Court and/or the Mental Health Administrator's Office has received the report that the Expert is required to provide pursuant to the order of appointment.

- Unified Family Court (UFC): the Expert must indicate the date the report was provided to the Court (UFC). On the invoice, in the activity related area, choose "other activity" from the drop-down menu and then type in the date the report was provided to the Court.

- Probate Court: the Expert must file their report through the Florida Court's E-Filing Portal. On the invoice, in the "activity related to evaluation" column the Expert should select the appropriate activity type from the dropdown menu.

- Family Court: regarding the 'Social Investigations' reports, the Expert must indicate under the 'Service Date' section the date range of the investigation and under the 'Appearance/Activity Type' section the date that the evaluation was sent to Family Court Services.

STATUTES AND AOC POLICIES

Compensation referred to herein is governed primarily by sections 29.001, 29.004 and 916.115 of the Florida Statutes. An Expert submitting a Uniform Invoice for compensation is required to follow and comply with the requirements, policies and procedures, set forth in the Billing Manual, the Agreement for Expert's Services with the Courts of the Eleventh Judicial Circuit, in and for Miami-Dade County, Florida ("Agreement"), and those established by the Chief Judge of the Eleventh Judicial Circuit, AOC, the Court, or the Office of the State Court Administrator (OSCA) as they may be amended from time to time.

It is the Expert's sole responsibility to remain informed of, and comply with, the AOC's requirements, policies and procedures, and any amendments thereto.

EXPERTS' REGISTRY

The AOC appoints Experts on a rotational basis from a registry of approved Experts. To be placed on the registry of approved Experts ("Wheel"), an Expert must have a valid Agreement with the AOC. Additionally, experts shall have completed the forensic evaluator training approved by the Department of Children and Family (DCF) Services for the appropriate registry division, and shall be a licensed psychiatrist, licensed psychologist, or physician.

If the Expert declines or refuses to accept an appointment(s) from the Wheel

without just cause, the AOC may suspend or cancel its Agreement with the Expert. The AOC, in its sole discretion, will determine the issue of just cause based upon an explanation submitted by the Expert.

NOTICE TO EXPERT

The Expert understands that Florida Law ordinarily permits a party to have a videographer, court reporter, or court interpreter present during an examination and agrees to the presence of a court reporter or videographer when one is required by Florida law.

NOTICE OF UNAVAILABILITY/REQUEST FOR EXTENSION

The Expert must provide the AOC with written notification, to include e-mail service, of those dates that the Expert is unavailable to receive appointments. Notice of unavailability must be received five days prior to commencement date. When the expert is once again available to receive appointments, written notification of availability date must be provided to the AOC to return the expert to active status on the registry. In the:

- Criminal Adult Division, notices of unavailability are sent to the Mental Health Administrator's Office of the Court at MHAO@jud11.flcourts.org and jeblanco@jud11.flcourts.org.

- Family Division, notices of unavailability are sent to the Family Court Services at eruiz@jud11.flcourts.org with a copy to the Community Resource Specialist at YMoorgan@jud11.flcourts.org.

- Probate Division, notices of unavailability are sent to the Clerk of Court, Mental Health Unit at alicia.lee@miamidadeclerk.gov with a copy to Olga.Dominguez-Blanco@miamidadeclerk.gov and to the Probate Director at rgarvine@jud11.flcourts.org.

- Unified Family Court Division, notices of unavailability are sent to the Assistant Director of Unified Family Court at scampos@jud11.flcourts.org with a copy to esuero@jud11.flcourts.org.

A request for an extension of time to complete an evaluation report shall be in writing via email and shall provide good cause for said request. In the:

- Criminal Adult Division, a request for an extension is to be sent to the Mental Health Administrator's Office of the Court. Experts requiring multiple extensions may, at the discretion of the AOC, be suspended or removed from the registry.

- Family and Unified Family Court Divisions, a request for an extension is to

be sent to the judge assigned to the case.

- Probate Division, a written request for an extension of time to file a report must be e-filed to the case docket and a courtesy copy e-mailed to the judicial assistant of the judge assigned to the case.

USE OF INTERPRETERS

All requests for spoken language interpreters must be made through the AOC. The evaluation must be conducted at specified locations as determined by the appropriate division of the court. In the:

- Criminal Divisions, email REG-COOPinterpreter@jud11.flcourts.org or call the main dispatch line at 305-548-5352.

- Domestic Violence, Probate and Family, send an email to LET-COOPinterpreter@jud11.flcourts.org or call the main dispatch line at 305-548-5352.

- Delinquency and Dependency Division and all other UFC matters, email UFC-COOPinterpreter@jud11.flcourts.org for UFC or call the main dispatch line at 305-548-5352.

- You may contact the Supervising Court Interpreter, Fabiola Fausing, at the Department of Interpretation and Translation at 305-548-5352 or via email at ffausing@jud11.flcourts.org or the Assistant Supervising Court Interpreter J. Bladimir Barrera at jbarrera@jud11.flcourts.org.

- Where a sign language interpreter is needed, requests are to be made to American with Disability Act (ADA) Coordinator Aliean Simpkins at asimpkins@jud11.flcourts.org with the information and contact indicated on the court order.

DESCRIPTION OF SERVICES PROVIDED

The AOC requires an Expert to maintain appropriate documentation, including a current and detailed hourly accounting of time spent. An Expert must maintain records with sufficient detail in case the AOC is auditing the services or work that was performed by the Expert. Case activity, including but not limited to the services or work that was performed, needs to be descriptive and includes identifying details with enough description for a meaningful audit by the AOC, if requested. It is advisable that the Expert specifically identify on the Uniform Invoice the specific category of service (see Appendix A) that reflects what is required by statute.

CERTIFICATION OF TIME

When an Expert is permitted to bill hourly, and is billing on an hourly basis, the Expert shall itemize the Expert's services and certify the time. The certification is provided on the Uniform Invoice.

HOURLY BILLING

When an Expert is permitted to bill hourly, the Expert should bill in increments of a quarter-of-an-hour, rounded off to the nearest quarter as demonstrated in the chart below.

0.25	=	15 minutes
0.50	=	30 minutes
0.75	=	45 minutes
1.00	=	60 minutes

Non-billable time and items include, but are not limited to:

1. Services performed by support staff or secretaries.
2. Office or administrative functions.
3. Time related to or in furtherance of billing, or time related to defending a disputed Uniform Invoice or bill.
4. Time related to defending professional grievance.
5. Activity that is not reasonably related to the merits of the underlying case.
6. Double billing for time, for example, billing for preparation and/or consultation that occurs during "wait-time".
7. Billing for attendance at AOC informational meetings.

COSTS AND EXPENSES

The AOC does not have the authority to pay any expenses, including but not limited to photocopies and postage.

BILLING AUDIT DEFICIENCY OR OBJECTION

The AOC will review all Uniform and Mileage Reimbursement Invoices submitted for completeness and compliance with contractual, statutory, and AOC requirements. The AOC considers inaccuracies and non-billable items within Uniform or Mileage Reimbursement Invoices as deficiencies and objectionable. The AOC will not modify or correct any information on any invoices submitted.

When the AOC receives Uniform or Mileage Reimbursement Invoices that are deficient or objectionable, the AOC will advise the vendor of the deficiency or objection by written notice indicating the reason(s) the AOC is unable to process the invoices. When the vendor replies to the AOC regarding the deficiency or objection,

the Expert must provide a copy of the AOC's notice of deficiency or objection with any documentation or information submitted by the Expert. If the AOC returns an invoice as deficient or objectionable to the Expert, the Expert must use the same invoice number when resubmitting.

If an agreement cannot be reached between AOC and the Expert as to the deficiencies or objections, then the Expert must place the matter before the court for a hearing and determination by the court on the Expert's entitlement to compensation. The Expert must attach any AOC communication the Expert received from the AOC addressing the deficiencies or objections to any motion submitted to the Court.

Experts and their staff are responsible for knowing the AOC rates of compensation and policies and procedures.

LIMIT (CAP) ON EXPERT FEES AND COSTS

The approved rates of compensation as set forth in Appendix "A" shall not be exceeded without a prior written order from the presiding judge with approval by the respective divisions' administrative judge. Invoices for total services rendered shall not exceed $2,600 in any given case without obtaining a prior written order from the presiding judge with approval by the respective divisions' administrative judge. Failure to obtain such orders may result in delay or denial of payment of invoices in amounts above the approved rate or cap of $2,600.

TESTIMONY BY EXPERT IN COURT

With the exception of a competency, incapacity or suggestion of capacity hearing, if a court-appointed Expert is subpoenaed or called to testify by the court, State Attorney's Office, Public Defender's Office, Regional Counsel's Office, court-appointed counsel, private counsel, or self-represented litigants, any compensation to which the Expert is entitled for time associated therewith is the financial responsibility of the office, attorney, litigant or defendant who issued the subpoena or called the Expert to testify.

In the Probate Division, an Expert will be required to testify at the incapacity hearing or suggestion of capacity hearing, if a party timely files a written objection, pursuant to Fla. Stat. Section 744.331 (3)(i), to the introduction into evidence of all or any portion of the Expert's report. Such testimony at an incapacity or restoration hearing as is necessary for the expert report to be admitted into evidence is billable to the circuit at the rate and terms described in appendix A. The Expert must provide a copy of the Subpoena and the order of appointment with the Uniform Invoice for the court testimony.

UNAUTHORIZED BILLING RETURNED

The AOC may, at its sole option and discretion, reject any Uniform or Mileage Reimbursement Invoices submitted by an Expert for which there appears to be no legal authority for payment by the AOC, OSCA or State of Florida.

LEGIBLE BILLING

An Expert must submit legible invoices and documentation to the AOC. Any invoice or supporting documentation that the AOC receives from an Expert which it considers illegible will be considered deficient or objectionable and will be rejected. The payment process will not commence until the legibility issue is rectified by the Expert to the satisfaction of the AOC.

The AOC requests that Experts submit documentation electronically, computer generated, as opposed to handwritten ones. Computer generated, or typed invoices, and documentation expedite the AOC's payment process and aligns with Supreme Court mandates.

BILLING AND PAYMENT TIME FRAMES

Payment by the AOC shall be made in accordance with section 215.422 F.S., which governs time limits for the payment of Uniform and Mileage Reimbursement Invoices. The time limits do not commence until the AOC receives properly completed invoices from the Expert.

The Expert must submit the electronic Uniform and Mileage Reimbursement Invoices to the AOC within thirty (30) days after the completion of the services provided. If an invoice is submitted more than thirty days after completion of the service, the Expert must provide an explanation as to the tardiness of the submission. This applies to the resubmission of the invoices. Failure to do so may result in delays in payment. Additionally, Experts failing to provide timely invoices may, at the discretion of the AOC, be suspended or removed from the registry.

PUBLIC RECORDS

Invoices, bills, Agreements between the AOC and the Experts, and correspondence and supporting documentation associated therewith, unless otherwise specifically made confidential or exempted by law, are considered public records once they are submitted to the AOC.

CHANGE IN DESIGNATED PAYEE

If there is a change to the designated payee or a designated payee's tax identification number in an Expert's or Legal Entity's Agreement with the AOC, then a new Agreement must be executed with the AOC. The new Agreement shall designate

the new payee and/or the new tax identification number for the payee. The AOC will only pay compensation for services provided pursuant to an order of appointment to the designated payee listed in the Expert's or Legal Entity's Agreement with the AOC.

If a Legal Entity, rather than an individual Expert, is named in the order of appointment and the Expert primarily handling the case separates from, or is no longer associated with, the Legal Entity, and the designated payee is the Legal Entity, the AOC will only pay the Legal Entity. If any dispute, disagreement, or litigation regarding compensation for services provided pursuant to a court appointment arises between a Legal Entity and an Expert, they shall resolve the situation between them and shall not involve the AOC. The Legal Entity and Expert shall hold the AOC harmless from all liability that might or could arise from any dispute or litigation between the parties.

It is the sole responsibility of the Expert and/or Legal Entity to ensure that the AOC has the correct information regarding the designated payee and tax identification number for all court appointments.

CHANGE IN CONTACT INFORMATION

The Expert shall keep the AOC informed at all times of its current name, address, telephone, cell phone and facsimile numbers, email address, and tax identification number. Notification of the changes must be made in writing, which includes the use of email service, to the AOC.

- CTHOs must register with the State using their Social Security numbers, not FEINs.

- Experts must also register, complete and submit an IRS Form W9 or Substitute Form W-9 using the name exactly as it appears on the Agreement with the Department of Financial Services by visiting https://flvendor.myfloridacfo.com.

- Experts must access MyFlorida.com and click on the link "My Florida Marketplace" Https://vendor.myfloridamarketplace.com to update their information with the State of Florida and complete a new W-9 form with a copy sent to the AOC Administrative Services Division at AOCDUEINVOICES@jud11.flcourts.org

Additionally, Experts are required to send updated contact information as follows:

- In the Criminal Adult Division, send contact information to the Mental Health Administrator's Office of the Court at MHAO@jud11.flcourts.org and jeblanco@jud11.flcourts.org

- In the Family Division, send contact information to the Family Court Services office at eruiz@jud11.flcourts.org with a copy to the Community Resource Specialist at YMoorgan@jud11.flcourts.org.

- In the Probate Division, send contact information to the Clerk of Court, Mental Health Unit at Nilda.diaz@miamidadeclerk.gov with a copy to Alicia.lee@miamidade.gov and to the Probate Division Director Robert Garvine at rgarvine@jud11.flcourts.org.

- In the Unified Family Court Division, send contact information to the Assistant Director of Unified Family Court Division at scampos@jud11.flcourts.org with a copy to esuero@jud11.flcourts.org.

Experts should ensure that the updated information is also reflected on any future invoice or other documents submitted to the court. Experts failing to provide current contact information may, at the discretion of the AOC, be suspended or removed from the registry.

SUBMISSION OF INVOICES FOR PAYMENT

The Expert must electronically sign and send the invoices and backup documentation to the applicable AOC Division for processing contractually or as per the Billing Manual. The invoice should be signed in blue or black ink. The addresses for the applicable AOC Divisions for use by Experts are as follows:

AOC - Criminal Division CrimAdultinv@jud11.flcourts.org	AOC- Unified Family Court Division UFCinvoices@jud11.flcourts.org
AOC – Family Division FamilyFCSinvoices@jud11.flcourts.org	Hearing Officers Invoices AOC – County Criminal Division CountyCriminvoices@jud11.flcourts.org Expert Witness Invoices in County Criminal invoices should be sent to AOC - Criminal Division CrimAdultinv@jud11.flcourts.org
AOC –Probate Division ProbateInvoices@jud11.flcourts.org	Expert Witness Invoices for Domestic Violence should be sent to AOC - Criminal Division CrimAdultinv@jud11.flcourts.org All others should be sent to AOC – Domestic Violence Division DVinvoices@jud11.flcourts.org
FOR INTERPRETING AND COURT REPORTING	
AOC- Department of Translation and Interpretation ffausing@jud11.flcourts.org and jbarrera@jud11.flcourts.org.	AOC- Court Reporting Services DCRinvoices@jud11.flcourts.org

EFFECTIVE DATE

As of September 1, 2006, this Billing Manual will take effect in all cases to which it applies for Experts, invoices, mileage reimbursement and court orders appointing an Expert.

- As of **June 1, 2018**, updated rate revisions received will apply to date of service.
- As of **November 17, 2021**, updated for electronic submission.
- As of **July 19, 2022**, updated for rate changes regarding adults.
- As of **November 27, 2023,** updated for rate changes, Criminal Court Order incompetency and involuntary hospitalization, and addition of Civil Traffic Hearing Officers payment process.
- As of **June 10, 2024,** updated to include contractual reference and contact information.
- As of **August 19, 2025,** updated to accurately reflect rate charges; decrease of Developmental Disability, added Involuntary Hospitalization conducted with Competence to Proceed; Provided title added Involuntary Hospitalization (via examining committee or Ph. D, M.S. or D.O.) and changed titles on the remaining categories to align with current terminology.

AMENDMENTS TO POLICIES BY THE CHIEF JUDGE OR AOC

The Chief Judge of the Eleventh Judicial Circuit, in and for Miami-Dade County, Florida and the AOC reserve the right to amend these policies at any time as either may deem appropriate or fiscally necessary.

Any concerns regarding compensation under AOSC18-17 can be directed to:

Attn: State Courts Administrator
Florida Supreme Court
500 South Duval Street
Tallahassee, Florida 32399

PROCEDURES FOR CIVIL TRAFFIC HEARING OFFICER (CTHO) INVOICES & TIMESHEETS FOR MONTHLY PAYMENT

Monthly invoices must be submitted by the tenth calendar day of the succeeding month to the Contract Manager or designee.

1. CTHOs must prepare a Timesheet and Invoice according to the guidelines provided by the Administrative Services Department of the Administrative Office of the Courts, and demonstrate in detail below, to the Contract Manager on or before the 10th day of each month to be then reviewed, approved, and submitted for payment. The completed invoice package must be sent to **countycriminvoices@jud11.flcourts.org**

2. CTHOs must prepare their documentation and submit all the required documents, e.g., State Invoice, timesheet and General Monthly Schedule, saved in one PDF file. The documentation must be signed and dated on the same day. Diversified dates and/or signatures will be rejected.

3. The Court's Contract Manager or designee will inspect and approve (or reject) the submitted vendor invoice within court operating hours for services provided and will forward to the ASD within 48 hours (excluding weekends and approved holidays) of receipt to comply with process and provide to the next audit level.

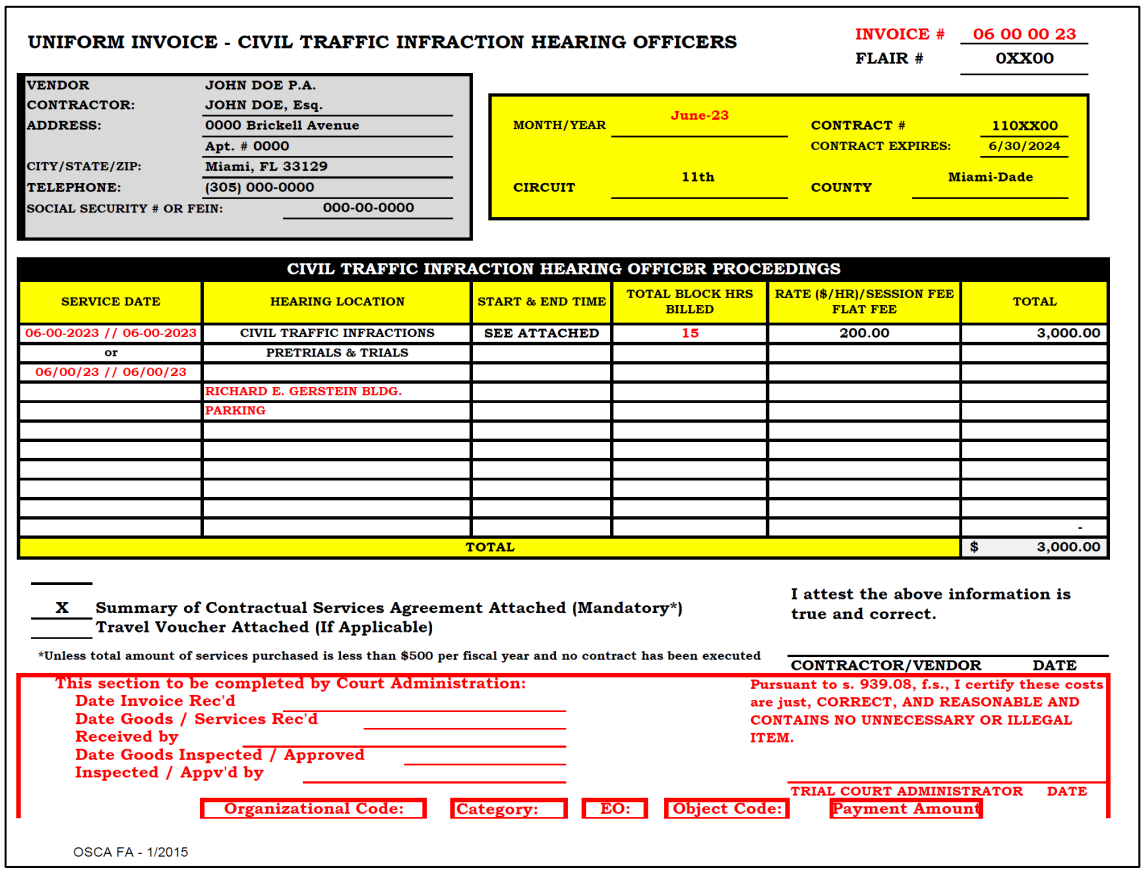
4. If payment of an invoice is not issued within 40 days after receipt of a properly completed invoice and receipt, inspection, and approval of the goods and services, the Court shall pay to the Contractor, in addition to the amount of the invoice, interest at the applicable rate established pursuant to section 55.03(1), Florida Statues, on the unpaid balance from the expiration of such 40-day period until such time as payment is issued to the Contractor.

5. The final invoice for each State Fiscal Year (July 1 of each year to June 30 of the following year) must be submitted to the Court Manager by the last business day in July after the end of the State Fiscal Year or within thirty (30) days after termination of the Agreement. If the Contractor fails to do so, rights to payment may be forfeited and any requests submitted after the aforesaid time may be denied. Any payment due under the terms of this Agreement may be withheld until all reports, deliverables, and tasks due from the Contractor pursuant to this Agreement and necessary adjustments thereto have been approved by the Court.

6. See sample below of the approved State Invoice having the most important topics in RED to be filled in as follows:

a. Invoice numbers are constructed by adding two (00) digits for the month, followed by two (00) digits of the CTHO's first day of coverage, then two (00) more digits for their last day of coverage, ending with two (00) digits for the year.

b. The Service Date is constructed by repeating the same information provided to the Invoice number, which must follow the accepted date formats: 06-01-2023 // 06-30-2023 or 06/01/23 // 06/30/23.



UNIFORM INVOICE - CIVIL TRAFFIC INFRACTION HEARING OFFICERS

INVOICE # 06 00 00 23
FLAIR # 0XX00

VENDOR	JOHN DOE P.A.
CONTRACTOR:	JOHN DOE, Esq.
ADDRESS:	0000 Brickell Avenue
	Apt. # 0000
CITY/STATE/ZIP:	Miami, FL 33129
TELEPHONE:	(305) 000-0000
SOCIAL SECURITY # OR FEIN:	000-00-0000

MONTH/YEAR	June-23	CONTRACT #	110XX00
		CONTRACT EXPIRES:	6/30/2024
CIRCUIT	11th	COUNTY	Miami-Dade

CIVIL TRAFFIC INFRACTION HEARING OFFICER PROCEEDINGS

SERVICE DATE	HEARING LOCATION	START & END TIME	TOTAL BLOCK HRS BILLED	RATE ($/HR)/SESSION FEE FLAT FEE	TOTAL
06-00-2023 // 06-00-2023	CIVIL TRAFFIC INFRACTIONS	SEE ATTACHED	15	200.00	3,000.00
or	PRETRIALS & TRIALS				
06/00/23 // 06/00/23					
	RICHARD E. GERSTEIN BLDG.				
	PARKING				
					-
TOTAL					$ 3,000.00

_____

X Summary of Contractual Services Agreement Attached (Mandatory*)
_____ Travel Voucher Attached (If Applicable)

*Unless total amount of services purchased is less than $500 per fiscal year and no contract has been executed

I attest the above information is true and correct.

CONTRACTOR/VENDOR DATE

This section to be completed by Court Administration:
Date Invoice Rec'd
Date Goods / Services Rec'd
Received by
Date Goods Inspected / Approved
Inspected / Appv'd by

Pursuant to s. 939.08, f.s., I certify these costs are just, CORRECT, AND REASONABLE AND CONTAINS NO UNNECESSARY OR ILLEGAL ITEM.

TRIAL COURT ADMINISTRATOR DATE

Organizational Code: | Category: | EO: | Object Code: | Payment Amount

OSCA FA - 1/2015

The red portion on the bottom is used by the AOC, or authorized agent, to review said documents, approve, and submit for payment. This portion must be electronically stamped, signed, and filled with information obtained from the invoice and related to the above-mentioned topics.

TIMESHEETS

The Timesheets must contain each of the court locations, including their specific designation, e.g., [REG] CTRM Number 1-01, 1-02, etc., [SDJC] CTRM Number 2-04, followed by the number one (01) representing one block of coverage. There are two blocks, a morning and afternoon one, and each assignment covers sessions from 09:00 [AM] through 12:00 [PM] = 01 Block, or 01:00 [PM] through 04:00 [PM] = 01 Block.

Financial consequences may be applied if any contractor is more than 30 minutes late without prior notification, abandons an assignment, fails to meet the minimum monthly requirement of block sessions, fails to appear without giving 48-hour notice, or cancels sessions with or without notice. Such financial consequences are outlined in the respective contracts executed by the parties.

ELEVENTH JUDICIAL CIRCUIT
AOC COUNTY CRIMINAL COURT TRAFFIC OPS DIVISION

JUNE - 2023

CERTIFICATION OF COURT ATTENDANCE

CIVIL TRAFFIC HEARING OFFICER	DOE, JOHN [DBA] JOHN DOE, P.A.

CASE TYPE: CIVIL TRAFFIC PRETRIALS, TRIALS, MOTIONS, PARKING TRIALS, PARKING MOTIONS, COMPLIANCE CASES [OCR], PRO SE AND ATTORNEYS' CASES

BLOCK TYPES [AM/PM]		MORNING SESSIONS			AFTERNOON SESSIONS		
DATE	COURT LOCATION	AM	REPORTING TIME 09:00 [AM]	TO 12:00 [PM]	PM	REPORTING TIME 01:00 [PM]	TO 04:00 [PM]
10/4/2023	[REG] CTRM # 1-04	1	9:00	12:00	1	1:00	4:00
10/7/2023	[CALEB JUSTICE CENTER] CTRM # 2-0	1	9:00	12:00	1	1:00	4:00
10/14/2023	[REG] CTRM # 1-02	1	9:00	12:00	1	1:00	4:00
		0	9:00	12:00	0	1:00	4:00
		0	9:00	12:00	0	1:00	4:00
		0	9:00	12:00	0	1:00	4:00
		0	9:00	12:00	0	1:00	4:00
		0	9:00	12:00	0	1:00	4:00
		0	9:00	12:00	0	1:00	4:00
		0	9:00	12:00	0	1:00	4:00
		0	9:00	12:00	0	1:00	4:00
		0	9:00	12:00	0	1:00	4:00
		0	9:00	12:00	0	1:00	4:00
		0	9:00	12:00	0	1:00	4:00
			SUB-TOTAL [AM]			SUB-TOTAL [PM]	
			3			3	
CTHO's SIGNATURE	DATE		TOTAL BILLABLE HRS				6

2022-2023

ADMINISTRATIVE OFFICE OF THE COURTS
STATE OF FLORIDA

MIAMI-DADE COUNTY

APPENDIX

APPENDIX A - RATES OF COMPENSATION AND SERVICE

CRIMINAL COURT	
Standard Adult Competency (s. 916.12, s 916.17 F.S. & s. 916.301-304, F.S.) *Developmental Disability (s. 744.331, F.S. & s. 393.11(5)(g), F.S.)*	
When an Expert with a doctorate degree, (i.e. psychiatrist or psychologist) is court-appointed to perform a competency evaluation, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of: If the Expert with a doctorate degree (i.e. psychiatrist or psychologist) determines that the defendant is Incompetent to Proceed due to Mental Illness during the above evaluation, the Expert **may, if necessary**, evaluate whether the Defendant presently meets the criteria for Involuntary Hospitalization commitment for an additional fee of:	**$500** **$250**
When an Expert with a doctorate degree, (i.e. psychiatrist or psychologist) is court-appointed to perform a follow-up competency evaluation,[1] the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$425**
When an Expert with a doctorate degree (i.e. psychiatrist or psychologist) is court-appointed to perform a competency evaluation, of a person who is located at the State Hospital (excludes Miami-Dade County Forensic Alternative Center), the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$500**
When an Expert with a doctorate degree (i.e. psychiatrist or psychologist) is court-appointed to perform a follow-up competency evaluation, of a person who is located at the State Hospital, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$425**
When an Expert with a doctorate degree, (i.e. psychiatrist or psychologist) is court-appointed to perform an involuntary hospitalization evaluation, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$425**
When an Expert with a doctorate degree, (i.e. psychiatrist or psychologist) is court-appointed to perform a follow-up involuntary hospitalization evaluation, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$350**
When an Expert with a PH.D, M.D, or D.O. is court-appointed to perform a Developmental	

[1] *See* Section 916.115, Florida Statutes.

Disabilities Examining Committee initial evaluation, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$350**
When an Expert with a PH.D., M.D., or D.O. is court-appointed to perform a Developmental Disabilities Examining Committee follow-up evaluation, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$250**
When an Expert with an ARNP, RN, MSW, LPN, or LCSW is court-appointed to perform a Developmental Disabilities Examining Committee initial evaluation, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$250**
When an Expert with an ARNP, RN, MSW, LPN, or LCSW is court-appointed to perform a Developmental Disabilities Examining Committee follow-up evaluation, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat rate fee of:	**$175**
When an Expert is court-appointed to perform a competency evaluation or examination and the person fails to appear for the scheduled appointment at the Expert's office, the person refuses to submit to an evaluation or the person is not at the location specified when the Expert arrives for the appointment, the Expert may bill for a loss of earnings resulting from such failure to appear, refusal or non-appearance, when the Expert has been unable to mitigate damages by seeing other clients or conducting other business. The Expert with a doctorate degree (i.e. psychiatrist or psychologist) must attest to the loss of earnings by attaching an explanation of the circumstances to the Uniform Invoice. After any unsuccessful attempt to conduct an evaluation, the Expert shall notify the Court in writing prior to the due date of the report as indicated on the court order. AOC reserves the right to object for good cause to compensation sought by the Expert for a loss of earnings. The rate of compensation for loss of earnings for an initial evaluation is a flat rate fee of:	**$200**
For Follow-up evaluation the rate of compensation for loss earnings is a flat rate fee:	**$170**
Loss of Earnings for Developmental Disability evaluation is a flat rate fee of:	**$140**
For Follow-up evaluations the rate of compensation for loss earnings is a flat rate fee of:	**$100**
The Expert with an ARNP, RN, MSW, LPN, or LCSW must attest to the loss of earnings by attaching an explanation of the circumstances to the Uniform Invoice. After any unsuccessful attempt to conduct an evaluation or follow-up evaluation, the Expert shall notify the Court in writing prior to the due date of the report as indicated on the court order. AOC reserves the right to object for good cause to compensation sought by the Expert for a loss of earnings. The rate of compensation for loss of earnings for an initial evaluation is a flat rate fee of:	**$100**
For Follow-up evaluations with an ARNP, RN, MSW, LPN, LCSW, Lay Person the rate of compensation for loss earnings is a flat rate fee of:	**$70**

FAMILY COURT	
The Social Investigation Program of the 11th Judicial Circuit, overseen by the Family Court Services Unit, operates in accordance with Section 61.20, Florida Statutes. In Miami-Dade County, judges are responsible for determining parenting plans, including time-sharing arrangements. When further information is deemed necessary to evaluate the best interests of the child(ren), the court may order a social investigation (home study). *This investigation is conducted by a court-appointed, neutral mental health professional who prepares a comprehensive report detailing findings and recommendations for judicial review. Family Court Services facilitates the process by assigning, coordinating, and monitoring cases throughout the investigation until the report is completed. The investigation may include assessments of the parental home environments, recommendations regarding parenting time and parental responsibility, and evaluations for any modifications to existing parenting plans.*	
A flat fee per parent/guardian, unless otherwise agreed upon by court referral:	**$325**
PROBATE COURT	
Determination of Incapacity (s. 744.331, F.S.) & Involuntary Admission to Residential Services (s. 393.11(5)(g), F.S.)	
When an Expert with a doctorate degree is court-appointed in the Probate Division of the Circuit Court as a member of an examining committee to examine or evaluate a person in a determination of incapacity proceeding under Chapter 744, Florida Statutes the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$350**
ARNP, RN, MSW, LPN, LCSW, Lay Person, shall be a flat fee of:	**$250**
When an Expert with a doctorate degree is court-appointed in the Probate Division of the Circuit Court as a member of an examining committee to examine or evaluate a person in a follow-up Determination of incapacity proceeding under Chapter 744, Florida Statutes the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$250**
ARNP, RN, MSW, LPN, LCSW, Lay Person, shall be a flat fee of	**$175**
When an Expert with a doctorate degree (i.e. psychiatrist or psychologist) is court-appointed to perform an evaluation or examination and the person fails to appear for the scheduled appointment at the Expert's office, the person refuses to submit to an evaluation or the person is not at the location specified when the Expert arrives for the appointment, the Expert may bill for a loss of earnings resulting from such failure to appear, refusal or non-appearance, when the Expert has been unable to mitigate damages by seeing other clients or conducting other business. The Expert must attest to the loss of earnings by writing a letter of explanation and filing it through the Florida Courts E-Filing Portal, faxing it to the Clerk of Courts or	**$140**

mailing it to the Clerk of Courts. If the Expert is unable to conduct an evaluation by the due date of the report as indicated in the court order, the Expert shall contact the attorneys of record and the assigned judge's judicial assistant via telephone and notify the judge in writing prior to the due date with a copy to the attorneys of record. The Expert must attach both the letter of explanation and the Notice and Order Regarding Petition to Determine Incapacity and/or for the Appointment of Guardian to the Uniform Invoice. AOC reserves the right to object for good cause to compensation sought by the Expert for a loss of earnings. The rate of compensation for loss of earnings is a flat fee of:	
ARNP, RN, MSW, LPN, LCSW, Lay Person is a flat fee of:	**$100**
For Follow-up evaluations the rate of compensation for loss earnings is a flat fee of:	**$100**
For Follow-up evaluations ARNP, RN, MSW, LPN, LCSW, Lay Person the rate of compensation for loss earnings is a flat fee of:	**$70**
When an Expert with a PH.D, M.D, or D.O. is court-appointed as a member of an examining committee under Chapter 393.11 to perform a Developmental Disability evaluation for involuntary admission to residential services, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$350**
When an Expert with a PH.D., M.D., or D.O. is court-appointed to perform a Developmental Disabilities Examining Committee follow-up evaluation, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$250**
When an Expert with an ARNP, RN, MSW, LPN, or LCSW is court-appointed as a member of an examining committee under Chapter 393.11 to perform a Developmental Disability evaluation for involuntary admission to residential services, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$250**
When an Expert with an ARNP, RN, MSW, LPN, or LCSW is court-appointed to perform a Developmental Disabilities Examining Committee follow-up evaluation, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat rate fee of:	**$175**
Loss of Earnings for Developmental Disability evaluation is a flat rate fee of:	**$140**
For Follow-up evaluations the rate of compensation for loss earnings is a flat rate fee of:	**$100**
The Expert with an ARNP, RN, MSW, LPN, or LCSW must attest to the loss of earnings by attaching an explanation of the circumstances to the Uniform Invoice. After any unsuccessful attempt to conduct an evaluation or follow-up evaluation, the Expert shall notify the Court in writing prior to the due date of the report as indicated in the court order. AOC reserves the right to object for good cause to compensation sought by the Expert for a loss of earnings. The rate of compensation for loss of earnings for an initial evaluation is a flat rate fee of:	**$100**
For Follow-up evaluations with an ARNP, RN, MSW, LPN, LCSW, Lay Person the rate of compensation for loss earnings is a flat rate fee of:	**$70**

UNIFIED FAMILY COURT DIVISION	
s. 985.19(1)(d), F.S. & s. 985.19(1)(e), F.S. *In AOSC17-12, the Supreme Court set forth a mandatory practice for the selection of court- appointed experts in standard adult competency proceedings. It requires that the courts shall "initially appoint one expert for the evaluation in standard adult competency proceedings. If the parties do not stipulate to the findings of the first expert, the court may appoint up to two additional experts, pursuant to statute." However, this policy was not extended to standard evaluations in juvenile competency proceedings because the current statute and rule do not allow this practice.*	
When an Expert with a doctorate degree, (i.e. psychiatrist or psychologist) is court-appointed to perform a competency evaluation, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$350**
When an Expert with a doctorate degree, (i.e. psychiatrist or psychologist) is court-appointed to perform a follow-up competency evaluation, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$250**
When an Expert with a doctorate degree (i.e. psychiatrist or psychologist) is court-appointed to perform a competency evaluation, of a person who is located at the State Hospital, the rate of compensation for the appointment for any and all services provided pursuant to the appointment, including, but not limited to evaluating, examining, testing, consulting, reviewing documents, writing a report, and related waiting and travel time, shall be a flat fee of:	**$350**
When an Expert with a doctorate degree (i.e. psychiatrist or psychologist) is court-appointed to perform an evaluation or examination and the person fails to appear for the scheduled appointment at the Expert's office, the person refuses to submit to an evaluation or the person is not at the location specified when the Expert arrives for the appointment, the Expert may bill for a loss of earnings resulting from such failure to appear, refusal or non-appearance, when the Expert has been unable to mitigate damages by seeing other clients or conducting other business. The Expert must attest to the loss of earnings by attaching an explanation of the circumstances to the Uniform Invoice. After any unsuccessful attempt to conduct an evaluation, the Expert shall notify the Court in writing prior to the due date of the report as indicated on the court order. AOC reserves the right to object for good cause to compensation sought by the Expert for a loss of earnings. The rate of compensation for loss of earnings is a flat fee of:	**$140**
For Follow-up evaluations the rate of compensation for loss earnings is a flat rate fee of:	**$100**
RATES OF COMPENSATION FOR EXPERTS: TESTIMONY AND/OR TRAVEL	
Testimony in court, including telephonic and video conferencing (2-hour maximum, preparation, testimony, including waiting time):	**$150 per**

	hour
Mileage for traveling portal to portal (in court testimony or for evaluation)	**44.5 cents per mile**
Other Travel Expenses for all Expert Witnesses: Mileage and per diem are allowable pursuant to section 112.061, F.S. *Compensation, using the flat rates set forth above, is intended to be all-inclusive for services provided.*	
OTHER COMPENSATION MATTERS	
If an Expert is subpoenaed or called to testify by an attorney in court or at a deposition and the AOC is not responsible for paying the Expert, then the applicable rates in the Attachment "A" of the Eleventh Judicial Circuit's Indigent Services Committee will apply.	
An invoice for Expert services shall not exceed $2,600 in each case without obtaining a prior written order from the presiding judge with approval by the respective divisions' administrative judge.	

COMPENSATION RATES

Billing Rates Effective September 1, 2018. Revised in 2022, 2023, 2024 and 2025.					
Type of Evaluation	**Initial Evaluation Rate**	**No-Show Rate**	**Follow-up Evaluation Rate**	**Follow-up No-Show Rate**	**Testimony Rate, Court Ordered (Including wait time, 2 hr. cap)**
Adult Mental Competence to Proceed	$500	$200	$425	$170	$150
Involuntary Hospitalization conducted with Competence to Proceed	$250	-	-	-	-
Involuntary Hospitalization	$425	$200	$350	$170	$150
Involuntary Hospitalization (Developmental Disability Examining Committee Ph.D., M.D., D.O.)	$350	$140	$250	$100	$150
Involuntary Hospitalization (Developmental Disability Examining Committee ARNP, RN, MSW, LPN, LCSW, Lay Person)	$250	$100	$175	$70	$150
Incapacity (Guardianship Examining Committee Ph.D., M.D., D.O.)	$350	$140	$250	$100	$150
Incapacity (Guardianship Examining Committee ARNP, RN, MSW, LPN, LCSW, Lay Person)	$250	$100	$175	$70	$150
Juvenile Mental Competence to Proceed	$350	$140	$250	$100	$150

Social Investigation per parent/guardian	$325	N/A	N/A	N/A	N/A
Mileage rates effective as of August 15, 2018, Reimbursement applicable per 112.061, F.S.					
Mileage Reimbursement	44.5 cents per mile				

APPENDIX B -Supreme Court of Florida Administrative Orders

No. AOSC18-17

IN RE: ADOPTION OF AMENDED EXPERT WITNESS RATE STRUCTURE CHART FOR COURT APPOINTED EXPERT WITNESS SERVICES IN FLORIDA'S TRIAL COURTS

https://flcourts-media.flcourts.gov/content/download/644651/file/AOSC18-17.pdf

No. AOSC17-12

INRe: COURT APPOINTED EXPERT WITNESS SERVICES IN FLORIDA'S TRIAL COURTS

https://flcourts-media.flcourts.gov/content/download/241187/file/AOSC17-12.pdf

APPENDIX C – Other assistance with Mileage Reimbursement

1. Complete all personal contact information:

    a. Traveler name, address, city, state, zip, & phone. Social Security numbers (SSN) or Federal Identification numbers (FEIN) are required for all vendors.

    b. Mileage Reimbursement Invoice Number (MR Invoice Number), Uniform Invoice for Expert Witness Number (Uniform Invoice Number), Contract Number, and FLAIR Number.

2. Complete as follows:

    a. Check: Non-Employee / Independent Contractor
    b. Agency: Eleventh Judicial Circuit of Florida
    c. Headquarters: Miami, Florida 33128-1742
    d. Residency (City): i . e . Miami

3. Date of travel for services – departure and return

4. Origin and destination

5. Reference: Case Number and Purpose (provide court documentation).

6. Hour of departure to begin travel and hour arrived to end travel.

7. Insert map mileage from point of origin to point of destination. Use the FDOT Official Highway Mileage Viewer for guidance (provide documentation) (arcgis.com)

8. The invoice form is programed to calculate column totals.

9. Provide requested information: sign, date, and title in blue or black ink.

    - Review information
    - Make sure all required documentation is attached
    - Forward to the requesting Division Office for processing
    - Make sure that the package is complete

Completing Mileage Reimbursement for Multiple Locations

Court Experts may perform competency evaluations for multiple Defendants during the same day. The following instructions apply:

Use the starting point and visit Defendant #1 and then travel to Defendant #2 this

will be go on the travel voucher number 1 which accompanies the Uniform Invoice of Defendant #1. For this example, the Court Expert would use separate maps and the number of miles from the starting address to Defendant #1 and another map from Defendant #1 to Defendant #2.

For the next voucher, the Court Expert would start from Defendant #2 and include separate maps from location #2 to Defendant location #3 and location #3 to Defendant #4, and so on. Each one of the travel vouchers would start with the next Defendant the Court Expert is visiting and the starting location would be from the current Defendant's location to the next Defendant's location. Court Expert must make a notation on the travel voucher that he or she has already billed for the arrival of Defendant location on a previous travel voucher, so invoice is clear on the beginning addresses and next locations (ex. Billed for the arrival of Defendant #2 on JDO12087T travel voucher)

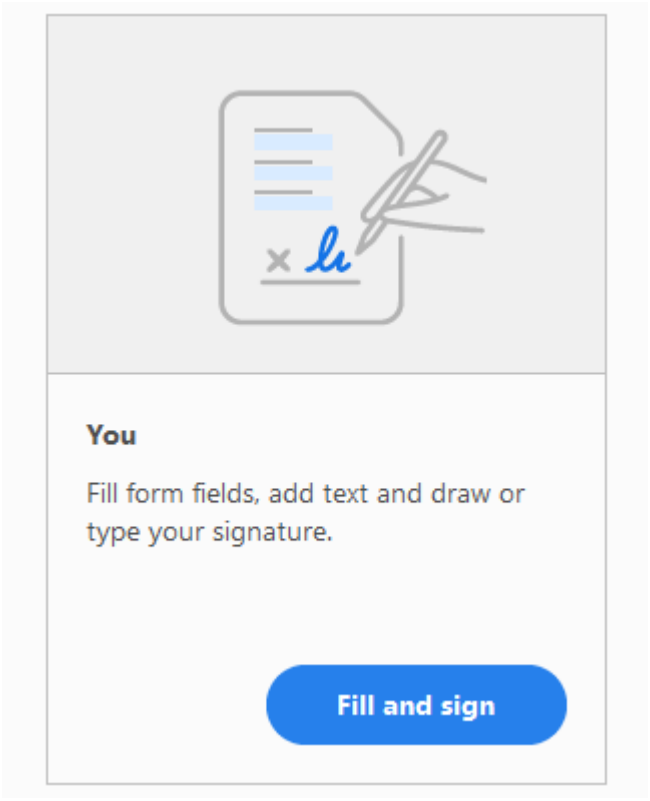
APPENDIX D - Electronic signature instructions

Step 1

Open the PDF document, on the right list of options, select Fill & Sign.



Step 2

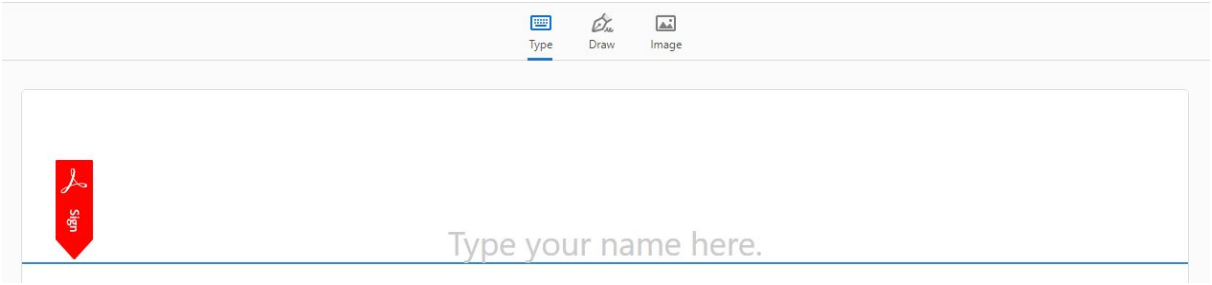


Step 3

Click on Sign at the top of the page and add signature  to add signature

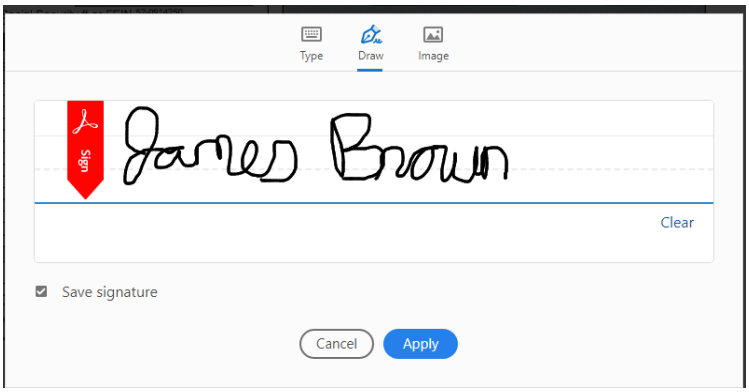


Step 4 Draw the signature 

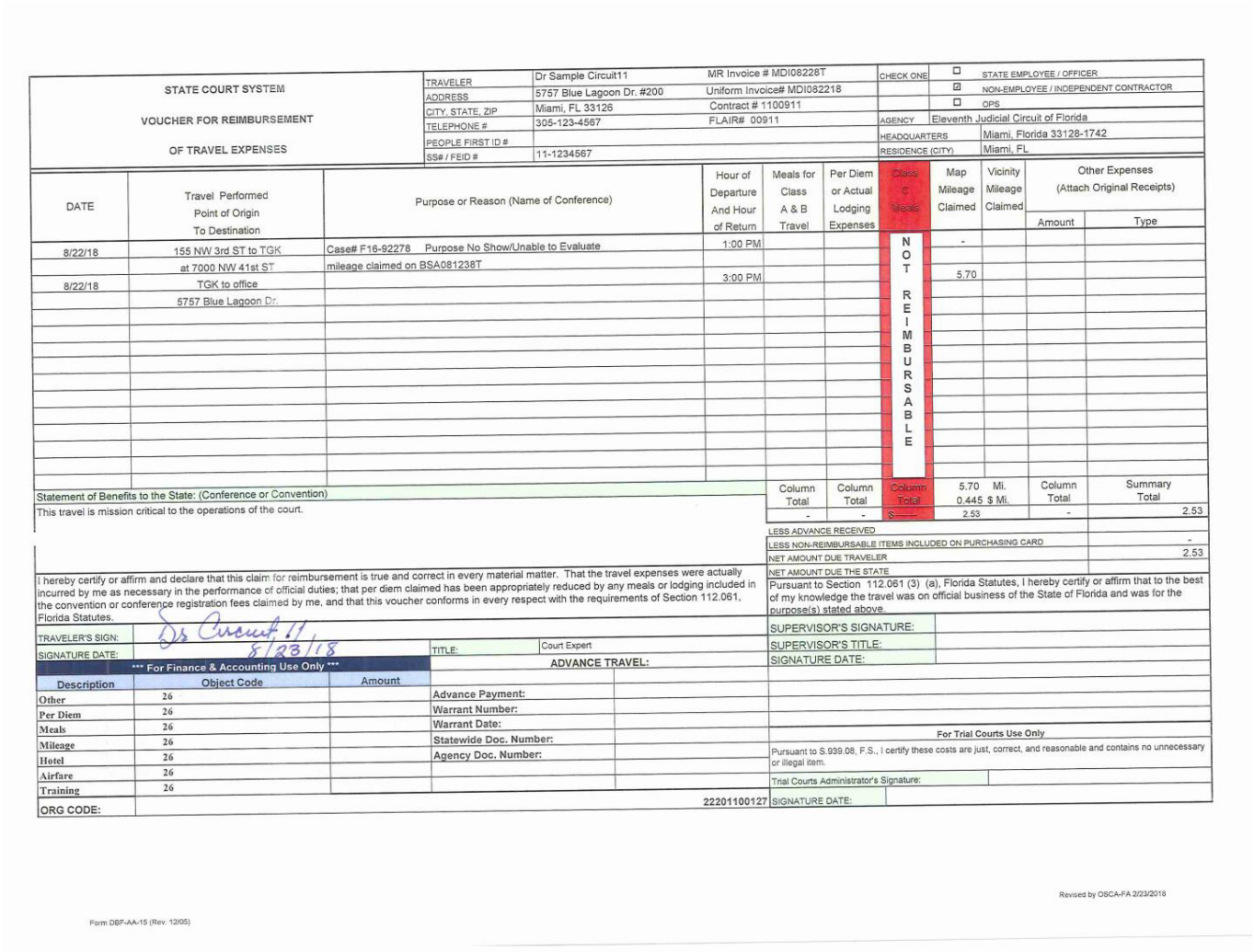


Step 5

Select Apply and you will be redirected back to PDF document and move cursor to set the signature box on the signature line. (This may take up to 1 minute)



APPENDIX E - SAMPLE MILEAGE REIMBURSEMENT INVOICE



STATE COURT SYSTEM

VOUCHER FOR REIMBURSEMENT

OF TRAVEL EXPENSES

TRAVELER	Dr Sample Circuit11	MR Invoice # MDI08228T	
ADDRESS	5757 Blue Lagoon Dr. #200	Uniform Invoice# MDI082218	
CITY, STATE, ZIP	Miami, FL 33126	Contract # 1100911	
TELEPHONE #	305-123-4567	FLAIR# 00911	
PEOPLE FIRST ID #			
SS# / FEID #	11-1234567		

CHECK ONE: ☐ STATE EMPLOYEE / OFFICER; ☑ NON-EMPLOYEE / INDEPENDENT CONTRACTOR; ☐ OPS

AGENCY: Eleventh Judicial Circuit of Florida

HEADQUARTERS: Miami, Florida 33128-1742

RESIDENCE (CITY): Miami, FL

DATE	Travel Performed Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hour of Departure And Hour of Return	Meals for Class A & B Travel	Per Diem or Actual Lodging Expenses	Class C Meals	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses (Attach Original Receipts) Amount	Other Expenses (Attach Original Receipts) Type
8/22/18	155 NW 3rd ST to TGK	Case# F16-92278 Purpose No Show/Unable to Evaluate	1:00 PM			NOT REIMBURSABLE	-			
	at 7000 NW 41st ST	mileage claimed on BSA081238T								
8/22/18	TGK to office		3:00 PM				5.70			
	5757 Blue Lagoon Dr.									
Column Total				-	-	$ -	5.70 Mi. 2.53 $ Mi.		-	
Summary Total										2.53

Statement of Benefits to the State: (Conference or Convention)

This travel is mission critical to the operations of the court.

LESS ADVANCE RECEIVED	
LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD	-
NET AMOUNT DUE TRAVELER	2.53
NET AMOUNT DUE THE STATE	

I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter. That the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes.

Pursuant to Section 112.061 (3) (a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the travel was on official business of the State of Florida and was for the purpose(s) stated above.

TRAVELER'S SIGN: Dr Circuit 11

SIGNATURE DATE: 8/28/18

TITLE: Court Expert

SUPERVISOR'S SIGNATURE:

SUPERVISOR'S TITLE:

SIGNATURE DATE:

*** For Finance & Accounting Use Only ***

Description	Object Code	Amount
Other	26	
Per Diem	26	
Meals	26	
Mileage	26	
Hotel	26	
Airfare	26	
Training	26	
ORG CODE:		22201100127

ADVANCE TRAVEL:

Advance Payment:

Warrant Number:

Warrant Date:

Statewide Doc. Number:

Agency Doc. Number:

For Trial Courts Use Only

Pursuant to S.939.08, F.S., I certify these costs are just, correct, and reasonable and contains no unnecessary or illegal item.

Trial Courts Administrator's Signature:

SIGNATURE DATE:

Form DBF-AA-15 (Rev. 12/05)

Revised by OSCA-FA 2/23/2018