



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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NOTICE: Announcing JAC's new online Indigent for Costs (IFC) Case Opening System for Attorneys on *MyJAC*.

April 28, 2020 - The Justice Administrative Commission (JAC) has created a new indigent for costs (IFC) case opening system for privately retained attorneys. To use this system, login to **My JAC** at <https://www.justiceadmin.org/login/login.aspx>. On the left sidebar or the homepage menu bar, you will find **"Open a New IFC Case."** Click on this to open the online form to enter a new IFC case. PLEASE READ all the instructions on the top of the form.

You will be prompted to enter the case information. Please enter all case numbers for the defendant/client. You can enter up to ten case numbers. In criminal cases, select the highest charge (of all the case numbers) as the Case Type. If you represent the defendant/client in multiple cases in different counties, you must open separate cases for each county.

You must upload the following required documents:

1. A written Motion to Declare the Defendant/Client Indigent for Costs;
2. A completed Clerk's Application for Indigent Status;
3. A completed Attorney Fee Affidavit; and
4. A Charging Document (in criminal cases) or Petition (in civil cases).

A Petition is not required for Dependency, Termination of Parental Rights (TPR), or Parental Notice of Abortion cases.

After JAC approves the uploaded documents and opens the case(s), you will receive an email response indicating JAC's position on the motion. If JAC has an objection to the motion and requests a hearing, JAC will file a formal response with the court.

Please make sure all your documents are legible; particularly, the scan of any application for indigency. Although JAC strives to process new case documents within 24 hours, it may take up to three business days to open an IFC case in the JAC system. Please do not resubmit the case or the case opening documents. If you submit an IFC case through the online system, please do not serve JAC with another copy of the motion and supporting documents via email. This includes any service through Florida's Eportal.

Once the court determines the defendant is indigent for costs, please submit a copy of the order to JAC via pleadings@justiceadmin.org.

If you have any questions about the IFC case opening system, please contact JAC's Online Support Team at onlinesupportteam@justiceadmin.org.