How to Open an IFC Case and Serve JAC with IFC Motions and Supporting Documents) through *MyJAC*

1. Effective April 4, 2022, submission of the IFC motion and supporting documents must be served through *MyJAC* for the motion to be considered served on JAC.
2. Login to *MyJAC*. Click on the button on the left side menu bar.

> 📄 Open a
> **New IFC Case**

3. Read the top section documentation.

Enter a New Indigent for Costs Case

You can now open Indigent for Costs case(s) using the online system. 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 its formal objection. You must upload the following required documents:

- A written Motion to Declare the Defendant/Client Indigent for Costs
- A completed Clerk's Application for Indigent Status
- A completed Attorney Fee Affidavit **(Indigent for Costs information on JAC's public website.)** ☑
- A Charging Document **(click this question ❓ for additional help or see NOTE ** at the bottom of the page.)**

Please enter all case numbers for the defendant/client. You can enter up to ten case numbers. 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.

You must submit JAC's emailed response to the Court for the Court's consideration. Although JAC strives to process new case documents within 24 hours, it may take up to three business days to open a case in the JAC system. Please do not resubmit the case or the case opening documents.

Please review the "New Case Opening Instructions" for more details. If you have any questions or concerns please contact the JAC Legal Team at **pleadings@justiceadmin.org**.

4. Start by entering your case information into the required fields. NOTE: It is important to check the box if the case is a dependency case.

New IFC Case Opening Submission Form

«Items with * are required fields »

ENTER CASE DETAILS

County*

SELECT COUNTY ⌄

☐ Check this if the case is a dependency case.

5. If the case is **NOT** a dependency case, the next screens show the information that needs completion.

ENTER NAMES

Defendant/Client First Name*

REQUIRED

Defendant/Client Last Name*

REQUIRED

ENTER UNIFORM CASE NUMBER

(*Please click the Add Entry button to add your uniform case number data. You can enter up to ten entries for this defendant.)

Court Type*	Year*	Sequence Number*	Defendant ID	
SELECT COUR ▾	--- SELECT --- ▾	REQUIRED: MAX 6		➕ Add Entry

Screenshot showing an entry has been added.

ENTER UNIFORM CASE NUMBER

(*Please click the Add Entry button to add your uniform case number data. You can enter up to ten entries for this defendant.)

Court Type*	Year*	Sequence Number*	Defendant ID	
(CF) FELONY ▾	--- SELECT --- ▾	REQUIRED: MAX 6		➕ Add Entry
(CF) Felony	2022	123000	00XX	🗑 Remove

You must complete the "Enter Uniform Case Number" section adding at least one entry in order for the "Case Type" dropdown to populate with different case types. Then you can select the appropriate case type in the "Case Type" dropdown list. This is required.

CASE TYPE

Case Type* (in criminal cases, select the highest charge)

-SELECT- ▾

6. If the case **IS** a dependency case and you **HAVE** checked the box for dependency cases, the next screens show the information that needs completion.

Screenshot showing an entry has been added.

For dependency cases, the case type is preselected in the "Enter Uniform Case Number" section. You must complete the "Enter Uniform Case Number" section adding at least one entry in order for the "Case Type" dropdown to populate with different case types. Then you can select the appropriate case type in the "Case Type" dropdown list. This is required.

CASE TYPE

Case Type* (in criminal cases, select the highest charge)

-SELECT-

7. Here is a screenshot for the "Supporting Documents" upload section available for both non-dependency and dependency cases. Please read carefully and upload all supporting documents in this section. NOTE: Several documents are required.

SUPPORTING DOCUMENTS

All documents must be either PDF or TIFF file format. Total file size for submission should not be over 20 MB (megabytes) for all documents. Please refer to our ❓ Guidelines for additional information.

Motion for Indigence*:
Choose File   No file chosen

Application for Indigence*:
Choose File   No file chosen

Affidavit of Attorney Fees*:
Choose File   No file chosen

Charging Document **:
Choose File   No file chosen

** In criminal cases, the charging document is usually the information or indictment filed by the state attorney. In delinquency cases, it is the petition filed by the state attorney. In violation of probation cases, the charging document is the affidavit of violation of probation. For appellate cases, the charging document is the notice of appeal along with the judgment and sentence and other order being appealed. For post-conviction cases, the charging document is the motion for postconviction relief. If the motion for indigency is filed before a charging document is filed, a police report, notice to appear, or probable cause affidavit may be used in lieu of the charging document. For dependency and TPR cases, a charging document is not required. This includes pro bono representation of child with special needs in dependency cases. A charging document is also not required for parental notice of abortion cases. For other civil cases, the petition initiating the case is submitted as the charging document. For example, in guardianship cases, the petition to determine incapacity would be submitted.

Please make sure your documents are legible, and contain regional counsel language. In particular, the scan or photo for any application for indigency.

8. Next, you will need to submit the new case by clicking the "Submit New IFC Case Opening Packet" button. **This constitutes service of the IFC motion and supporting documents on JAC.** Below is a screenshot. Upon successful submission you will see a pop-up confirmation window and you will also receive an email confirmation of your submission.

NEW IFC CASE OPENING PACKET SUBMISSION

SUBMIT NEW IFC CASE OPENING PACKET   CANCEL

9. Please do not serve JAC with another copy of the motion and supporting documents by email. This also includes service through Florida's Eportal. Any IFC motion served by email on or after April 4, 2022, will not be considered served on JAC until the IFC motion and supporting documents are submitted through *MyJAC*.

10. For instructions on how to submit an IFC Order of Indigence on an approved case, please follow the instructions below.

How to Submit an Order Declaring Defendant Indigent for Costs (IFC Order) through *MyJAC*

1. An IFC case must have been served through *MyJAC* and fully reviewed and responded to by JAC before submitting an IFC Order. During the service process through *MyJAC*, you will receive two email confirmations, first that an IFC case has been submitted for review by JAC, and then a response indicating JAC's position on the motion. If JAC does not request a hearing, you may submit the matter to the trial court without setting a hearing. If JAC requests a hearing, a hearing must be scheduled with notice to JAC. In either case, per s. 27.52(5), Fla. Stat., the trial court must enter a written order declaring the defendant indigent for costs (IFC Order).

2. To serve JAC with a signed IFC Order on a previously opened case, login to *MyJAC* and search for the case. You can search for a case in two ways as indicated in "a" and "b." These links both go to the "Search for Cases" page.

   a. Search by "Submit Additional Case Documents" button on the left side menu.

   b. Search by "Attorney Search Portal" button on the left side menu and then select the "Search for Cases" link with the gavel image on the resulting window, see below.

3. The "Search for Cases" page will appear after clicking the links in Step 2 above. Enter the case information in the search field, then in the results list, select the case you to which you want to add an IFC Order. Here is a screenshot of "Search for Cases."

Search for Cases

- To search for a particular case, enter the case sequence number (the six digit number following the year of the case) or the defendant's first OR last name.
- To search for a list showing all cases, click the Search button (the "Search by Case Number or Defendant name" field should be empty).
- To search for a list showing all unbilled cases, check the "Search Unbilled Cases" checkbox.

If your search does not return a result, the case may not have been opened in the system. To open a court-appointed or indigent for costs case in the system, go to **Open a New Appointed Case** or **Open a New IFC Case** to open a new case.
Select a case number link to view details. Click the highlighted Case Number to view information about the case, including the status of invoices, case details, and documents included on the case. You can also submit additional documents for the case on the case details page.

Search by Case Number or Defendant name [   ] ☐ **Search Unbilled Cases**

🔍 Search

4. After you have selected the case, you will see the "Case Details" page. Please look carefully at the submitted documents section on the top right of the page. Here are two sample screenshots showing case details where the documents have been entered and some have not been entered.

Case Details

Details	
Case Number	01 DP 2021 012300 TEST XX
Description	SPECIAL NEEDS CHILDREN (UNSPECIFIED)
Defendant Last	SMITH
Defendant First	JD

Indigent for Costs Case Documents	
IFC Attorney Contract	Entered
Motion for Indigence	Entered
Order of Indigence	Entered
Application for Indigence	Entered
Affidavit for Attorney Fees	Entered
Charging Document	Entered

Chapter 39 cases including Dependency and TPR do not require a Charging Document for Due Process vendors to be paid.

Detailed Warrant information can be obtained from the DFS website.

Case Details

Details	
Case Number	01 CA 2008 000123 0000 XX
Description	CIVIL APPEALS
Defendant Last	TT
Defendant First	TT

Indigent for Costs Case Documents	
IFC Attorney Contract	Entered
Motion for Indigence	Not Entered
Order of Indigence	Not Entered
Application for Indigence	Not Entered
Affidavit for Attorney Fees	Not Entered
Charging Document	Entered

Chapter 39 cases including Dependency and TPR do not require a Charging Document for Due Process vendors to be paid.

Detailed Warrant information can be obtained from the DFS website.

5. If the Case Details page shows **Order of Indigence** entered, JAC already has an IFC Order on file for this case. It is not necessary to resubmit the IFC Order once it is registered with JAC unless it is an amended IFC Order (such as an order with an amended effective date to allow retroactive effect to the filing date of the IFC motion). Absent unusual circumstances, only one IFC Order should be entered on a case. Once an IFC Order is entered, future orders should be orders authorizing specific costs for transcripts, investigators, or expert witnesses. Those orders shall continue to be submitted through pleadings@justiceadmin.org until further notice.

6. You will also see on this page the section where you can upload more documentation. Select the type of document you want to upload. *The IFC Order Declaring Indigent* document type is available for IFC cases. Choose your file to upload from your computer or device and enter it into the upload field. Either a TIFF or PDF file is required. See screenshot below.

7. Please know that <u>only</u> IFC Orders may be submitted in this matter. Although JAC is developing upload capabilities for additional document types; at this time upload of any extraneous document, such as an order to incur costs, submitted as an IFC Order will be rejected.