

Indigent for Costs – Privately Retained Attorney Checklist

JAC cannot pay due process costs for cases in which the attorney is privately retained until the attorney executes the current fiscal year's IFC Contract using *MyJAC*. The Fiscal Year runs from July 1st through June 30th of the following year.

- IFC Contract

The Attorney must submit the required documents through *MyJAC* for the IFC motion to be considered served on JAC. These documents must be provided to JAC prior to any hearing on the Motion to Declare the Defendant Indigent for Costs. (See, s. 27.52(5), F.S.)

- A written Motion to Declare the Defendant Indigent for Costs – no oral motions.
 A complete and executed Clerk's Application for Indigency.
 Affidavit Attesting to Attorney's Fees – specifying the amount of attorney fees, how much has been paid, and the source(s) of the fees.
 A Charging Document.

After reviewing the motion, and supporting documents, JAC will respond to the attorney by email. JAC's response must be submitted to the court along with the other required documents. The Court must consider JAC's response when ruling on the Motion to Declare the Defendant Indigent for Costs. After the Court rules on the motion, the attorney must upload the following through *MyJAC* to the Case Details page.

- Order Declaring the Defendant Indigent for Costs

Once JAC has received the signed Order Declaring the Defendant Indigent for Costs and the IFC Contract has been approved, the case will be available for the attorney to submit motions for due process services via pleadings@justiceadmin.org.

Also, invoices for payment of due process services or attorney reimbursement must be submitted via *MyJAC*.

- Submit a JAC Invoice through *MyJAC*.
 Upload the Order authorizing the specific due process services using *MyJAC*.
 Upload Proof of payment using *MyJAC* (when seeking attorney reimbursement for due process services paid on behalf of the defendant).

Please note:

- All indigent for costs pleadings and supporting documents must be submitted through *MyJAC*, effective April 4, 2022.
- Requests for specific due process services should be made by separate motion for services. For example, Motion to Appoint Investigator. It is not necessary, nor appropriate, to submit an Amended Motion to Declare the Defendant Indigent for Costs when requesting court authorization for specific due process services.