



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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JAC Notice: Please Allow Ten (10) Business Days for JAC to Respond to a Motion

February 11, 2022 - The Justice Administrative Commission (JAC) is experiencing high email volume in pleadings@justiceadmin.org. Due to this, JAC responses may be delayed. JAC respectfully requests your assistance and patience.

Emergencies: If your matter involves an emergency situation requiring an expedited response, please include in the subject line "**Emergency situation—expedited response requested.**" The email and documents provided must indicate and support the emergency situation necessitating an expedited response.

Your assistance is needed. You can assist JAC by taking note of the following;

1. The auto-response email sent from pleadings@justiceadmin.org is confirmation that JAC has received your email.
2. JAC works emails in the order they are received.
3. Emails inquiring about the status of JAC's response before 10 business days will not receive a response.
4. Please **do not resubmit** your motion/request or submit it via multiple means as duplicate submissions create delays. Please choose **one method** to serve your pleading to JAC.
5. If you have not received a response after ten (10) business days, please check your spam or trash folder before sending JAC a follow up email. If you need to send a status request email after 10 business days, ***please indicate clearly that you are inquiring about a previously submitted motion or other pleading and provide the original submission date.***

Online Case Opening Systems in MyJAC: To assist you, JAC has created a Court-Appointed and Indigent For Costs (IFC) Case Opening systems in *MyJAC*. Cases opened using the *MyJAC* Case Opening systems are typically processed within 2 business days.

- To open a Court-Appointed case in *MyJAC*, click on the "Open New Case." Please do not submit your order of appointment to pleadings@justiceadmin.org.
- To open an IFC case in *MyJAC*, click on the "Open New IFC Case." When using the IFC Case Opening system, please do not provide JAC with additional copies of the motion to declare the defendant IFC via email or the Florida Court E-filing Portal as this causes further delays.

As JAC works to address this issue, your patience and assistance is greatly appreciated.