



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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***JAC Notice: Effective November 14, 2022,
All IFC Orders Must Be Served on JAC via MyJAC***

October 31, 2022 - Pursuant to Paragraph II(13) of the JAC Indigent for Costs (IFC) Contract and the JAC Policies and Procedures, JAC gives notice that, effective **November 14, 2022**, any order declaring a defendant indigent for costs (IFC Order) must be served on JAC using the *MyJAC* IFC Case Opening system. A tutorial on using the *MyJAC* IFC Case Opening system can be found at:

[https://www.justiceadmin.org/FAQ/Training%20Modules/How-to-open-an-IFC-case-in-MyJAC-and-How-to-submit-an-IFC-order-\(03-31-22\).pdf](https://www.justiceadmin.org/FAQ/Training%20Modules/How-to-open-an-IFC-case-in-MyJAC-and-How-to-submit-an-IFC-order-(03-31-22).pdf)

Any IFC Order received in the pleadings@justiceadmin.org inbox on or after November 14, 2022, will not be considered served until submitted through the *MyJAC* IFC Case Opening system. **Please know that due process vendors will not be able to submit their billings until JAC receives and processes an IFC Order through the *MyJAC* IFC Case Opening system.**

Prior to submitting an IFC Order through *MyJAC*, the IFC Motion and supporting documents must have been served through the *MyJAC* IFC Case Opening system. An IFC Order cannot be submitted until JAC reviews and responds to the IFC Motion. Any IFC Order entered prior to JAC's review and response is premature. Pursuant to s. 27.52(5)(b), F.S., JAC has standing to participate in proceedings to declare a client indigent for costs.

IFC Orders only apply in cases involving privately retained counsel seeking costs pursuant to s. 27.52(5), F.S. IFC Orders do not apply to court-appointed cases.

Only the initial IFC Order can be served through the *MyJAC* IFC Case Opening system at this time. Please avoid styling subsequent motions and orders as seeking to declare a client indigent for costs. Once your client has been declared indigent for costs as to your representation, a subsequent motion or order for due process costs needs to be styled as:

- Motion to Incur Costs for Expert/Order Granting Motion to Incur Costs for Expert
- Motion to Authorize Transcripts/ Order Authorizing Transcripts
- Motion to Appoint Private Investigator/Order Appointing Private Investigator

If you have questions or experience difficulties using the *MyJAC* IFC Case Opening system, please contact the JAC Online Support Team at onlinesupportteam@justiceadmin.org.