



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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***JAC Notice: Effective April 4, 2022,
All IFC Motions Must Be Served on JAC via MyJAC***

March 31, 2022 - In order to expedite the Justice Administrative Commission's (JAC) response to your motion to declare your client indigent for costs (IFC) and pursuant to the terms of JAC's IFC Contract, JAC gives notice that effective April 4, 2022, any motion to declare a defendant indigent for costs (IFC Motion) and supporting documents **must be served on JAC using the MyJAC IFC Case Opening system**. Instructions for using the MyJAC IFC Case Opening system can be found at:

<https://www.justiceadmin.org/FAQ/Training%20Modules/New%20Case%20Opening%20Instructions.pdf>

A detailed tutorial¹ with screenshots is also available 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 Motion received in the pleadings@justiceadmin.org inbox on or after April 4, 2022, will not be considered served until submitted through the MyJAC IFC Case Opening system. **Please know that JAC will only respond to an IFC Motion when served using the MyJAC IFC Case Opening system.**

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

¹Please know that you may also submit an order declaring a defendant indigent for costs (IFC Order) through MyJAC. An IFC case must have been served through MyJAC and fully reviewed and responded to by JAC **before submitting an IFC Order**. 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), F.S., the trial court must enter a written order declaring the defendant indigent for costs (IFC Order).

Draft Email Language Used During Categorizing IFC Motions

This is not a response to your motion.

Pursuant to Paragraph II(5) of the JAC Indigent for Costs (IFC) Contract, any motion to declare a defendant indigent for costs (IFC Motion) must be served on JAC through the *MyJAC* IFC Case Opening system. Any IFC Motion is not considered served on JAC until served through the *MyJAC* IFC Case Opening system.

Please know that JAC will only respond to an IFC Motion when the motion and supporting documents are served through the *MyJAC* IFC Case Opening system.

Instructions on how to open an IFC case through *MyJAC* are available at:

<https://www.justiceadmin.org/FAQ/Training%20Modules/New%20Case%20Opening%20Instructions.pdf>

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

Draft Follow-Up Email Language Used 10 Days After Receipt and Case Still Not Opened

This is not a response to your motion.

You were notified upon receipt of the attached motion that, pursuant to Paragraph II(5) of the JAC Indigent for Costs (IFC) Contract, any motion to declare a defendant indigent for costs (IFC Motion) must be served on JAC through the *MyJAC* IFC Case Opening system. If you have not already done so, please submit this motion and supporting documents via the *MyJAC* IFC Case Opening system.

Instructions on how to open an IFC case through *MyJAC* are available at:

<https://www.justiceadmin.org/FAQ/Training%20Modules/New%20Case%20Opening%20Instructions.pdf>

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

Please know that JAC will not issue any further response until the IFC Motion and supporting documents are served through the *MyJAC* IFC Case Opening system.