

**Justice Administrative
Commission
Policies and Procedures
for
Pro Se Individuals**

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**Alton L. “Rip” Colvin, Jr.
Executive Director**



Authority

The Justice Administrative Commission (JAC) is authorized to approve payment of due process costs for indigent persons who have a statutory or constitutional right to court-appointed counsel.

Requirements

A pro se individual must be qualified as indigent for costs under section 27.52(5), Florida Statutes.

In order to process the due process invoice(s) of a pro se individual JAC must be provided with the following:

- A copy of the completed application to the clerk of the court for determination of indigent status;
- A copy of the court order determining the individual to be indigent for costs under section 27.52(5), Florida Statutes, and eligible for the provision of due process services;
- A copy of the motion seeking payment of due process costs;
- A copy of the order approving the payment of due process costs which specifies the name of the provider and the dollar amount approved by the court;
- A completed and signed JAC Invoice/Voucher Cover; and
- An original invoice where the service provider chooses to use his or her own invoice instead of the JAC Invoice/Voucher Cover.

Invoice/Voucher covers and their instructions can be obtained on the JAC website, www.justiceadmin.org, under the “Court Appointed/IFC” tab.