



**FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION**

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**COUNTING APPLICATIONS FOR INDIGENCY BUSINESS RULES  
Monthly Civil Indigency Report  
Effective October 1, 2022**

**PURPOSE**

Pursuant to section 57.081, Florida Statutes, “[a] party who has obtained a certification of indigence pursuant to s. 27.52 or s. 57.082 with respect to a proceeding is not required to prepay costs to a court, clerk, or sheriff and is not required to pay filing fees or charges for issuance of a summons.”

The following definitions and instructions intend to assist clerks in capturing and reporting: (1) the number of indigent applications filed in a specified time; and (2) the number of applications approved.

**DEFINITIONS**

Civil Actions – Include circuit civil, county civil, and family/domestic relations, juvenile dependency, and probate cases in which fees are eligible to be assessed.

Applications – Only report the number of applications and approvals for indigent findings which otherwise waive a defined filing fee or service charge.

**INSTRUCTIONS**

Include all applications made in a specific month and all approvals of applications for indigency made by either the clerk or the court in a specific month. This measurement does not capture the number of payment plans or dollars enrolled in a payment plan for civil actions. Additionally, this measurement does not include any deferred court costs/charges by indigent prisoners under section 57.085, Florida Statutes.

**NOTES**

The number of applications filed may not correlate to the number of applications approved. Clerks should count applications approved by either the clerk or the court in their total number of approved applications. Applications shall be noted in the month in which they are received. Approvals of applications are to be noted in the month the approval is given. Approvals may not necessarily occur in the same month as an application.

*Our Mission: As a governmental organization created by the Legislature, we evaluate Clerks’ court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.*

**NUMBER OF APPLICATIONS FILED**

1. Count the number of eligible applications for indigency filed by month.
2. Multiple applications arising in the same case should be counted separately.

**NUMBER OF APPLICATIONS APPROVED**

1. Count the number of eligible applications approved by the clerk or the court by month.
2. Multiple approvals for the same case should be counted separately.