



*Office of Paula S. O'Neil  
Clerk & Comptroller  
Pasco County, Florida*

### **Electronic Cases that are Indigent; Insolvent; Pro Bono**

The customer or client must be found to be indigent by the Court in order to file through LexisNexis without being charged. The forms for insolvency are located on the Court's Self Help web page: [Affidavit of Indigent Status](#)

### **Process to File Indigent Case or Documents through LexisNexis**

- Filing a new case or documents will be the same until you reach the "Case Parties Screen"
- Click on the Case Parties Screen in LexisNexis File and Serve
- When you are attaching yourself as the attorney, you must select an "Attorney Type"
- Click on "Court Appointed Attorney" in order to submit your transactions without a fee from LexisNexis
- Under the Review and Submit Tab in LexisNexis it is important that a check mark is placed by the "I am sending these documents as Court Appointed Counsel/ADR"
- In the box for "Instructions to Clerk" text in that you are representing your client on a pro bono basis
- If you are submitting the paperwork to file a new case you must submit the required Affidavit of Indigent Status with the paperwork