



**Circuit Court of Pasco County
Tips and Tricks for
PRO BONO/INDIGENT E-FILED CASES**

- If you are representing your client without payment (pro bono):
 - On the Case Parties Screen in File and ServeXpress when you are attaching yourself as the attorney, you must select an Attorney Type of "court appointed attorney" in order to submit your transactions without a fee from File & ServeXpress.
 - In the box for instructions to Clerk, note that you are representing your client on a pro bono basis. This does not waive the statutory filing, and copy fees, etc.
- If your client is indigent and you are submitting the required affidavits to file a new incapacity case, you must select the Attorney Type of "court appointed counsel" in order to suspend the File & ServeXpress and Clerk fees.
- When you are appointed by court order on an indigent case, you must select the Attorney Type of "court appointed counsel" in order to suspend the File & ServeXpress and Clerk fees.
- If you are appointed as a conflict attorney NOT because of indigency and are receiving compensation for your service, then you would NOT select "court appointed" as the Attorney Type.