



TOM BEXLEY, Clerk of the Circuit Court & Comptroller

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GUIDELINES FOR COMPLETING THE DETERMINATION OF INDIGENCE FORM (Guidelines)

1. Fill out the Application for Determination of Indigence (Application) in its entirety.
2. When the answer to a question is "yes", circle that option. You must put an income amount, property value or value of bonds, savings, stocks etc. In the space/line provided, even if that amount is zero.
3. When listing liabilities and debts list the total amount owed, not the monthly payment amount.
4. Net income and dependents should be listed as you would list them on your **United States Tax Return**.
5. Application **must be** notarized or Applicant sworn in by Deputy Clerk.
6. The Guidelines and Application must be submitted to the Clerk at the time of filing. The Clerk will determine if the Applicant is indigent at that time.
7. Please be advised that Florida State Statute 57.082(7)(c) reads as follows:

A person who knowingly provides false information to the clerk or the court in seeking a determination of indigent status under this section commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

With my signature below, I affirm that I have read and understand the above guidelines for completing the determination of civil indigence form. I agree that I will complete the application for determination of Civil Indigent Status to the best of my ability. Further, I understand this may constitute a financial obligation to the Flagler County Clerk of the Circuit Court & Comptroller.

Signature of Applicant

Date