

6.02 | FILING THE COMPLAINT (SECOND STEP)

If you are suing, you have to pay a filing fee of \$400 by money order, cashier's check, or in-person credit card. If you cannot afford the filing fee, you can apply to the court for permission to proceed without paying the filing fee up front. That is called proceeding "in forma pauperis." To do so, you must complete and file an affidavit-of-indigency form so the court can consider your finances and whether you cannot afford the filing fee. You can get the form from the clerk's office or the court's website:

Application to Proceed Without Prepayment of Costs-Long Form
AO 239

www.uscourts.gov/sites/default/files/ao239_1.pdf

Filing the form does not guarantee you can proceed without paying the filing fee. The court makes that decision. Even if the court waives the filing fee, you will still be held responsible for other costs of litigation, including costs for photocopies, deposition transcripts, witnesses, and mediation. If your request to proceed in forma pauperis is denied, you have to pay the filing fee or the court will dismiss your action.

You must file your complaint and other court documents by mail or in person at a clerk's office. If you mail your court documents, addresses (and phone numbers) for the Middle District of Florida courts are provided below. File your action in the division that covers the county or counties that have the closest connection to your dispute. See the section above titled "Is this the right court to decide my dispute?" The clerk there will provide a case number.

Fort Myers

Clerk's Office
2110 First St., Rm. 2-194
Ft. Myers, FL 33901
(239) 461-2000



Jacksonville

Clerk's Office
300 N. Hogan St., Rm. 9-150
Jacksonville, FL 32202
(904) 549-1900

Ocala

Clerk's Office
207 N.W. Second St., Rm. 337
Ocala, FL 34475
(352) 369-4860

Orlando

Clerk's Office
401 W. Central Blvd., Ste. 1200
Orlando, FL 32801
(407) 835-4200

Tampa

Clerk's Office
801 N. Florida Ave.
Tampa, FL 33602
(813) 301-5400

