Follow These Steps to Waive LexisNexis e-filing and e-service fees:

1. Volunteer attorneys doing pro bono cases for a qualified legal services provider receive ICCES e-filing and e-service for free in cases where the qualified legal services provider or the court has approved the client's waiver of filing fees. See CRCP 260.8 for the definition of "qualified legal service provider."

2. Clients must request a waiver of filing fees and other court costs. Use JDF 205 and JDF 203 (Motion to File without Payment of Filing Fee and Certification of Determination of Indigency) to request waiver of both the statutory fees and any ICCES fees.

3. Your qualified legal services provider will certify indigency for those who qualify. Prepare the caption for the JDF 203 and have your client fill out JDF 205 completely. Send the completed copies to your qualified legal services provider for review and certification. (Your qualified legal services provider must review the client's JDF 205 in order to determine and certify indigency.)

4. Volunteer attorneys file the signed JDF 203 Certification of Determination of Indigency from your qualified legal services provider with the Court with your initial filing. DO NOT FILE THE JDF 205. The qualified legal services provider keeps a copy of the JDF 205 in our records.

5. When each document is filed through e-filing, be sure to include a Note to the Clerk on the review and submit tab, indicating that statutory fees should be waived since this client has been approved for waiver of fees (if they have). Also, be sure to check the "Filing as Court Appointed Counsel" box in ICCES when filing pleadings. By doing so, the ICCES transaction fees are waived automatically. If the ICCES e-filing transaction fees are not waived properly, then the attorney can contact ICCES and ask for a credit of the fees. Be sure to let ICCES know you are asking for a credit of the fees because your client is indigent.

6. If you (the attorney) have to search the case records, be sure to select "my transactions" or "transactions in my firm's cases" and NOT "all transactions". You will still be charged for searches of cases which are not found at "my transactions" or at "transactions in my firm's cases".