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Application for a fee remission

Protect - Personal Data - **EX160**

Documentary evidence is required in support of your fee remission application. Failure to provide the correct evidence will result in your application being refused. Please complete in **black ink** and **CAPITAL LETTERS**.

1. About the case

Case or claim number
(leave blank if this is a new case/claim)

What is the title or number of the form you would like the court to issue?

Name of claimant(s)/ petitioner(s)

Name of defendant(s)/ respondent(s)

For Probate cases only

Name of deceased

Date of death
D D / M M / Y Y Y Y

2. Your details

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Surname/family name

First and middle names

Date of birth D D / M M / Y Y Y Y

What is your status? ☐ Single person ☐ Part of a couple

Do you have any children? ☐ Yes ☐ No If Yes, how many are financially dependent on you?

Your address

Postcode

3. Remission One — full remission based on receipt of a specified benefit

Do you receive any of these benefits?

You must provide correctly dated documentary evidence to show you receive one of these benefits.

☐ Income-based Jobseeker's Allowance
☐ Working Tax Credit and **not** receiving Child Tax Credit
☐ Income-related Employment and Support Allowance
☐ Income Support
☐ Pension Credit guarantee credit

☐ None of the above - **Go to section 4**

If you have ticked any of the above boxes - **Go to section 6**

4. Remission Two — full remission based on gross annual income

What is your gross annual income?

Gross annual income is your total annual income before tax and other deductions.

You must provide correctly dated documentary evidence to show your income and expenditure.

For more information on how to complete this section and the types of evidence required please read the leaflet *'Court fees - do I have to pay them?' (EX160A)*.

The **gross annual income limits** can be found at page 11 of the leaflet.

	Applicant	Partner
Paid/Self employment	£	£
Income from people living with you - lodger or tenant, non-dependent children or relative	£	£
Total pensions - state, private, occupational	£	£
Total benefits - child benefit and other benefits	£	£
Money from rents, shares, bonds or other financial arrangement	£	£
Any other income	£	£
Total gross annual income	£	£

I have read the guidance and confirm that my/our gross annual income

☐ **Exceeds** the stated limits - **Go to section 5**
☐ **Does not** exceed the stated limits - **Go to section 6**

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5. Remission Three — full or part remission based on net monthly income and permitted expenditure

What is your net monthly income and expenditure?

Net monthly income is the total income you receive each month after income tax, national insurance and pension contributions have been deducted.

The answers to these questions will let us calculate how much of a contribution, if any, you will need to pay towards the court fee.

You must provide correctly dated evidence to show your income and expenditure.

For more information on how to complete this section and the types of evidence required please read the leaflet *'Court fees - do I have to pay them?' (EX160A)*.

The **fixed allowances** are set amounts, see page 12 of the leaflet.

Net monthly income

	Applicant	Partner
Paid/Self employment	£	£
Income from people living with you lodger or tenant, non-dependent children or relative	£	£
Pension state, private or occupational	£	£
Child benefit	£	£
Other benefits	£	£
Money from rents, shares, bonds or other financial arrangement	£	£
Any other income	£	£
Total net monthly income	£	£

Net monthly expenses

Housing costs	£
Fixed allowances	
• partner	£
• dependent children (each child)	£
• general living expenses	£
Child maintenance Under a court order, voluntary agreement, or Child Support Agency	£
Child care expenses	£
Payments under a court order	£
Total net monthly expenses	£

6. Refund

Are you applying for a refund of a court fee paid within the last six months?

☐ Yes ☐ No If Yes, what is the date you paid this fee? D D / M M / Y Y Y Y

7. Declaration and statement of truth

Please ensure that you provide the evidence required to support your application as set out in the leaflet *'Court fees - do I have to pay them?' (EX160A)*.

I believe that the facts and information stated in this application are true. I understand that if I tell you anything untrue in this form, or the accompanying documents, leave anything out or fail to provide sufficient evidence:

- My application may be refused and the full fee will be payable
- Any order or process obtained as a result of this application can be revoked

☐ I have attached the evidence needed to support my application

Signature _____ Date D D / M M / Y Y Y Y

Full name _____

Once you have completed this form, please post it or take it, with the correct evidence, to the court or probate office

For court/probate office use only

Name of court/ Probate Office		Evidence for remission	☐ 1 ☐ 2 ☐ 3
Reference number		Court/Probate fee	£
Form number		Contribution	£
Signature		Amount remitted	£
Name		Amount to pay	£
Band	Date	Date approved	

Risk controls

Signature

Name

Band Date

Print form