

Apply for help with fees

Reference (office use only)

You may not have to pay a court or tribunal fee, or you may get some money off.

 gov.uk/help-with-court-fees

1. Your personal details

Title

First and middle names

Last name

Date of birth

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National Insurance number

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Complete this form using
CAPITAL LETTERS.

The information you provide will act as evidence to support your application. We'll contact you if we need to see additional evidence.

2. What is your status?

- ☐ Single
- ☐ Married or living with someone and sharing an income

Your status - If your case is against your partner, such as a divorce, dissolution or domestic violence, tick **single**.

3. About your application

Enter the form name or number related to this application

Form name or number

- eg 'N1' or 'notice to appeal' form.

4. Do you have a case, claim or 'notice to pay' number?

- ☐ No
- ☐ Yes, the case, claim or 'notice to pay' number is

Case, claim or 'notice to pay' number

- Find this number on letters from the court or tribunal.

5. Are you paying a fee for a probate case?

- ☐ No
- ☐ Yes, the name of the deceased is

Date of death

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Probate - These cases are usually about the property and belongings of someone who has died.

6. Have you already paid the fee?

- ☐ No
- ☐ Yes, the fee was paid on

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7. How much do you have in savings and investments?

(including your partner if you have one)

- ☐ Less than £3,000 → go to question 9
- ☐ More than £3,000 → go to question 8

8. Are you (or your partner) 61 or over?

- ☐ No. How much do you have in savings and investments?
(including your partner if you have one)

£

- ☐ Yes. How much do you have in savings and investments?
(including your partner if you have one)
- ☐ Less than £16,000
- ☐ £16,000 or more

9. Do you receive any of the benefits listed below?

- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Income Support
- Universal Credit (and you're earning less than £6,000 a year)
- Pension Credit (guarantee credit)
- Scottish Civil Legal Aid
(not Advice and Assistance or Advice by Way of Representation)

- ☐ No → go to question 10
- ☐ Yes → go to question 12

Refunds - You can apply for a refund for a fee paid in the last 3 months.

If you're applying for a refund, answer questions 7 to 11 about your circumstances at the time you paid the fee and include proof of payment.

Savings - Include all savings and investments, eg ISAs.

If you have more than £16,000 then you won't be able to get help with your fees. See page 6 of the guide.

Benefits - If you're receiving any of these benefits, you're likely to get help with your fees.

We'll contact the Department for Work and Pensions to confirm that you are (or were) getting one of these benefits.

10. Do you have any children living with you, or who you support financially?

(up to 19 years old in full-time education)

☐ No

☐ Yes, children

11. What is your total monthly income, before tax and National Insurance?

(including your partner if you have one)

Some benefits **shouldn't be included** - eg Carer's Allowance, Housing Benefit or childcare element of Working Tax Credit. See full list on page 10 of the guide.

	Your monthly income	Your partner's monthly income
Wages (before tax and National Insurance deductions)	£ <input type="text"/>	£ <input type="text"/>
Child Benefit	£ <input type="text"/>	£ <input type="text"/>
Working Tax Credit	£ <input type="text"/>	£ <input type="text"/>
Child Tax Credit	£ <input type="text"/>	£ <input type="text"/>
Maintenance payments	£ <input type="text"/>	£ <input type="text"/>
Contribution-based Jobseekers Allowance (JSA)	£ <input type="text"/>	£ <input type="text"/>
Contribution-based Employment and Support Allowance (ESA)	£ <input type="text"/>	£ <input type="text"/>
Universal Credit (and you are earning more than £6,000 a year)	£ <input type="text"/>	£ <input type="text"/>
Pensions (state, work and private)	£ <input type="text"/>	£ <input type="text"/>
Rent from anyone living with you	£ <input type="text"/>	£ <input type="text"/>
Rent from other properties you own	£ <input type="text"/>	£ <input type="text"/>
Other monthly income: <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Total monthly income	£ <input type="text"/>	£ <input type="text"/>

Total monthly income - You may not get a full fee reduction if your (and your partner's) monthly income is more than the amount in the table on the right. You may be asked to provide additional evidence of your income. For more information see pages 11–12 of the guide.

	Single	Part of a couple
Maximum income	£1,085 plus £245 for each child you have	£1,245 plus £245 for each child you have
For example:		
1 child	£1,330	£1,490
2 children	£1,575	£1,735

12. Your contact details

Address

Postcode

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Email

Phone

13. Declaration and statement of truth

I believe the information I have given in this form is true to the best of my knowledge. If I am found to have been deliberately untruthful or dishonest, criminal proceedings for fraud can be brought against me.

I understand that if I have given false information or I do not provide further evidence if requested, my application may be rejected and the full fee will be payable.

Full name

Signature

Date signed

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Please make sure you have completed all the relevant questions and signed the declaration.

Return your completed form to the court or tribunal handling your case or claim.

Find contact details for all courts and tribunals at: gov.uk/find-court-tribunal

For **employment tribunal** case or claim please refer to the EX160A guidance at hmctsformfinder.justice.gov.uk