Apply for help with fees

Reference (office use only)

If you have little or no savings and are on certain benefits or have a low income, you may not have to pay a court or tribunal fee, or you may get some money off.

gov.uk/get-help-with-court-fees

Print form Reset form

1. Your personal details

Title

First and middle names

Last name

Date of birth

National Insurance number

Home Office reference no. (if applicable)

Complete this form using **CAPITAL LETTERS**.

The information you provide needs to be accurate as it will act as evidence for your application. We'll contact you if we need to see proof of this information.

Home Office – You may have a Home Office reference number and not a National Insurance number.

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.** Do not include your partner's details in the following questions.

3. About your application

Enter the form number (eg N1 or D8) related to this application.

Form no.

If no number, briefly describe eg. Small claim hearing fee.

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

☐ No

☐ Yes, the case, claim, appeal or 'notice to pay' number is

Case, claim, appeal or 'notice to pay' number – Find this number on letters from the court or tribunal.

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

☐ No

☐ Yes, the name of the deceased is

Date of death

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

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 12 about your circumstances at the time you paid the fee and include proof of payment.

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**

☐ £3,000 or more → **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

Savings – Include all savings and investments, such as ISAs or capital value from additional property you own.

If you have £16,000 or more then you won't be able to get help with your fees. See page 7 of the EX160A guide.

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

- Income-based Jobseeker's Allowance – not contribution-based JSA
- Income-related Employment and Support Allowance – not contribution based ESA
- Income Support
- Universal Credit (and you're earning less than £6,000 a year)
- Pension Credit (guarantee credit) – not savings credit

☐ No → **go to question 10**

☐ Yes → **go to question 13**

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.

If it is a shared benefit in your partner's name, you will need to provide a copy of the shared benefit notice.

10. Do you or your partner have any children living with you?

☐ No

☐ Yes, ☐ children

11. Do you or your partner have any other children that you support financially through maintenance payments?

☐ No

☐ Yes, ☐ children

Children – A child is a person under 16 years old and up to 19 if in full-time education.

If you answered Yes to Questions 10 or 11, please ensure any Child Benefit, Child Tax Credit or income maintenance payments for them are included in Question 12.

12. 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 13 of the EX160A guide.

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

If you say you have no income in the table above, please tell us how you support yourself.

13. Your contact details

Address

Postcode

Email

Phone

14. Declaration and statement of truth

I believe that my financial circumstances mean that I may be entitled to help with fees. I declare that the information I have given on this form is correct and complete. I understand that if I have given false information, criminal or civil proceedings may be brought against me.

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

Full name

Signature

Date signed

Please make sure you have accurately 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

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The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter

To receive a paper copy of this privacy notice, please call 0300 123 1024 Textphone 18001 0300 123 1024. If calling from Scotland, please call 0300 790 6234 Textphone 18001 0300 790 6234.