



Court fees - Do I have to pay them?

Contents

Introduction	2
The Remission System	
Minors	3
Applicants who live outside of England and Wales	3
Prisoners	4
Companies	4
Vexatious litigants and litigants bound by a Civil Restraint Order	4
Applicants in receipt of Legal Aid	4
Applicants using Money Claim Online (MCOL) or Possession Claim Online (PCOL)	4
Certified documents for legally represented or assisted applicants	4
Guidance on completing the 'Application for a fee remission - Form EX160'	
Section 1: About the Case	5
Section 2: Your Details	5
Section 3: Remission 1 – full remission based on receipt of a specified benefit	6
Information about Remission 2 and 3	7
Section 4: Remission 2 – full remission based on gross annual income	9
Section 5: Remission 3 – full or part remission based on net monthly income and permitted expenditure	9
Section 6: Refund	11
Section 7: Declaration and Statement of Truth	11
The Procedure	12
How to appeal	13
Emergency Applications	13
Undertakings	14
Exceptional Circumstances	14
Multiple Party or Class Action applicants	15
Things to remember	19
Useful contacts	19

Introduction

The Civil and Family Courts and Probate Registries in England and Wales charge fees for work that is carried out in the courts. HM Courts & Tribunals Service (HMCTS) wants to make sure that access to courts is available for those who have difficulty paying a court fee. System of fee waivers and reductions, known as the remission system, is available which allows access to court services free of charge or at a reduced rate.

This leaflet has been put together to help you work out whether or not you can get a fee remission. It contains the information you need to help you complete the application form – EX160 at page 16. This leaflet also contains important information about the type of evidence you will need to give the court to support your remission application.

The fee remission system has three parts:

- **Remission 1** – you will receive a full remission of the court fee if you are in receipt of one of the benefits listed on page 6;
- **Remission 2** – you will receive a full remission of the court fee if your annual income before tax and other deductions (known as gross annual income) is below the amounts shown on page 9;
- **Remission 3** – you will receive either a full or part remission based on the money you receive and money you spend each month (monthly disposable income). The amount you get remitted is based on a preset sliding scale, shown on page 18.

You may have to pay more than one court fee during a case. A separate remission application form must be completed for each fee you would like a remission for.

Court staff can refuse an application if the evidence does not support the information you have given or does not appear genuine. You may also be asked to send extra evidence to support your application.

If you refuse to give the court the extra evidence, your application will be refused and the appropriate court fee will become payable.

If after reading this leaflet you would like more information, please go to www.direct.gov.uk/courtanddebt or contact a Court Officer at your local court. Court staff can explain the court procedures to you and help you complete the form but they cannot give you legal advice or tell you what to write.

Please note, where this leaflet and form refer to a court, court fee, court staff or court manager, this also includes Probate Registries, probate fees, probate registry staff and registry managers.

The Remission System

Remission 1: Full remission based on receipt of one of the benefits listed below.

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

The court will need to see evidence that you are in receipt of one of these benefits.

Page 6 gives you more information on the evidence you need to give to the court and on how to complete the application form at page 16.

Warning: You are not permitted to use or give others permission to use, your benefit entitlement to gain a full remission for any other party or person.

Remission 2: Full remission based on annual income before tax and other deductions (known as gross annual income).

You will need to add up all the income you receive in a year. If this figure is below the amount shown on page 9 you will receive a full remission of the court fee.

The court will need to see evidence of your annual income.

Page 7 gives you more information on the evidence you need to give to the court and on how to complete the application form at page 16.

Remission 3: Full or part remission based on the money you receive and the money you are allowed to claim as spent each month (monthly disposable income). The application form at page 16, section 5, lists the types of payments that are allowed. You will need to add up the money you receive and the money you are allowed to claim as spent each month. From these two figures the court will calculate how much money is remaining; this is known as your monthly disposable income. The court will then work out how much of the court fee you will have to pay based on a preset sliding scale. This may be all, part or none of the fee.

The table showing the preset sliding scale is available on page 18 and an extended table of contribution EX160C is available online at hmctsformfinder.justice.gov.uk

The court will need to see evidence of the money you receive and money you spend per month.

Page 7 gives you more information on the evidence you need to give to the court and how to complete the application form at page 16.

More information on the remission system is available online at www.justice.gov.uk/guidance/courts-and-tribunals/courts/fees

Leaflets are available from hmctsformfinder.justice.gov.uk

Third Party applications:

A fee remission is only available to the person who has to pay the court fee. The only exception to this rule applies to any person acting for or representing a child involved in legal action.

Minors

Any person acting for or representing a child involved in court proceedings, in their capacity as a Litigation Friend, Parent or Guardian, can apply for a full or part remission using their own details.

Applicants who live outside of England and Wales

If you live outside England and Wales or are a foreign national you can apply for a fee remission. However, the benefits listed under Remission 1 are only available to people who live within the United Kingdom, Republic of Ireland, Channel Islands or Isle of Man. All entries in the income and expenditure columns for Remission 2 and 3 must be shown in pounds sterling and all evidence must be in English or accompanied by a certified translation into English. Welsh courts can also accept evidence or certified translations in Welsh.

Prisoners

If you are currently serving a prison sentence, on remand or in custody at one of Her Majesty's Prisons, Remand Centres or Young Offenders Institutes, you are only eligible to apply for a remission under Remission 3. You must give the court a copy of your Prisoner's Income and Expenditure Statement (PIES) along with evidence of any other income and expenditure.

Companies

The remission system is only available to individuals. Companies cannot apply for a fee remission.

Vexatious litigants and litigants bound by a Civil Restraint Order

If you are a vexatious litigant, or bound by a civil restraint order, you cannot apply for a fee remission until you have gained permission to issue or continue proceedings. The court fee to apply for permission to issue or continue proceedings will be payable. If you are a vexatious litigant your application for permission must be directed to the High Court. If your application for permission is successful, you can apply for a refund (retrospective remission) of your court fee within six months from when you paid the fee. A sealed court order giving permission must be given to the court as evidence.

Applicants in receipt of Legal Aid

If you are receiving Legal Aid the type of legal aid you receive will determine whether or not you can apply for a fee remission.

If you have a solicitor representing you under a certificate either for Legal Representation or Family Help (Higher) you cannot apply for a fee remission. The solicitor, having filed notice of acting together with notice of issue of legal aid, will pay your court fee for you.

If you receive advice under Family Help (Lower) where a consent order is being applied for, the solicitor will also pay the fee on your behalf.

If you receive one of the following types of Legal Aid you can apply for a remission under Remission 1, 2 or 3:

- Legal Help; or
- Help at Court; or
- Family Help (Lower) except where a consent order is being applied for.

Applicants using Money Claim Online (MCOL) or Possession Claim Online (PCOL)

You cannot apply for a remission if you issue proceedings through MCOL or PCOL.

Certified documents for legally represented or assisted applicants

The court will need to see evidence of all the information you enter in your application. You may give the court certified copies of your evidence if you are legally represented or in receipt of one of the types of Legal Aid where you can apply for a remission. To get your documents certified you must give the original documents to your legal representative, who can photocopy the documents and stamp them as being certified as true copies.

Certified documents:

- must be accompanied by an original letter on headed notepaper, from your legal representative with their contact details; and,
- will still be subject to checks being made by court staff.

Guidance on completing the application for a fee remission Form EX160

Please complete the form using **BLACK** ink and **CAPITAL LETTERS**.

Evidence, original or certified, must be given to the court with your remission application. Court staff can refuse any evidence which does not support the information entered or does not appear to be genuine.

Section 1: About the case

Case or claim number: This is normally found in the top right hand corner on a court document. If you are issuing a new case you will not yet have been given a case or claim number, so leave this blank.

Title or number of form: Enter the title or number of the form you want the court to process e.g. Application Notice or N244. This is normally found at the bottom of the court document.

Name of claimant(s)/petitioner(s):

The claimant/petitioner is the individual(s) who starts the case or action. For probate proceedings, use the box on the right hand side to enter the name of the deceased person and the date of death.

Name of defendant(s)/respondent(s):

The defendant/respondent is the individual(s) towards whom the case or action is directed, responds to or defends the case or action.

Section 2: Your details

Gender, Surname/Family name and First name and Middle names: Tick the appropriate gender box. Enter your full name including any middle names in the appropriate box.

Address and postcode: Enter your full postal address where you live permanently and can be contacted. A 'care of' address is not allowed.

Date of Birth: Enter in DD/MM/YYYY format (e.g. 12/08/1966).

Definitions

A couple is defined as two people who are:

- married;
- civil partners;
- living together as if they were married or in a civil partnership;
- living together at the same address, who rely on their joint income, with or without dependent children.

If you are part of a couple you must enter your income and also your partner's income for applications under Remission 2 and 3.

If you are part of a couple you must give the court evidence showing that you live at the same address as your partner. The only evidence allowed is an official document (e.g. current utility bill) that shows your status, full name(s), title(s) and address.

Note: If you are a party involved in proceedings for divorce, dissolution or annulment, you will be assessed as a single person.

A financially dependent child is defined as:

- a child for whom you or your partner are entitled to claim child benefit.

If you have financially-dependent children who live with you, you must give the court evidence of these children. The only evidence allowed is a Child Benefit notification letter, a Child Tax Credit award notification letter, or a bank statement that shows the amount of Child Benefit that you receive.

Section 3: Remission 1

Full remission based on receipt of one of the benefits listed on page 6 (specified means-tested benefit).

If you are in receipt of one of the benefits listed, tick the appropriate box.

You must give the court an official letter confirming the benefit you receive. It must show your title, full name, address and postcode and confirm you currently receive that benefit. The letter must be in the following form:

Benefit	Evidence letter from	Dated
Income-based Jobseeker's Allowance	Job Centre Plus /Department for Work and Pensions (DWP)	No more than one month old
Income support	Job Centre Plus /Department for Work and Pensions (DWP)	No more than one month old
Working Tax Credit but not in receipt of Child Tax Credit	Her Majesty's Revenue and Customs (HMRC)	Referring to the current financial year
Pension Credit guarantee credit	The Pension Service / Department for Work and Pensions (DWP)	Assessed Income Period should cover the current financial year
Income-related Employment and Support Allowance	Job Centre Plus /Department for Work and Pensions (DWP)	No more than one month old

Warning:

To prevent delay, applicants must make sure they have all required evidence, correct and within date, before arriving at court or sending the application in the post. Failure to provide evidence will result in the application being refused and the full fee being payable.

Information for Remissions 2 and 3

Evidence of Income

If you apply under Remission 2 or 3 you must give the court evidence of your income. For Remission 2 you must give evidence of your annual income before tax and other deductions (gross annual income) for the 12 months preceding your remission application and for Remission 3 you must give the court evidence of your monthly income once tax and deductions have been made (net monthly income).

The following information explains what type of evidence the court requires:

Bank statements: You must give the court your last three months' bank statements (and those of your partner if you apply as part of a couple) in addition to the evidence detailed below. You are permitted to give the court online bank statements.

Paid/Self employment

Paid employment: You must give the court original wage slips from all your jobs. You must also give information about cash-in-hand work on the application form.

- **Paid monthly:** last three months of wage slips no more than four months old; or
- **Paid weekly:** last full month of wage slips no more than six weeks old.

Self employment: You must give the court:

- Most recent tax return (Self Assessment); and
- Most recent HMRC Self Assessment Tax Calculation; or
- Other proof of current income.

Income from people living with you

If you receive money from any people living with you for rent, board, contribution to the household etc; you must give the court a letter from the person paying money confirming the arrangement, how much they pay and how often they pay, dated within the last month.

Pension

If you are receiving Pension Credit guarantee credit you will receive a full remission under Remission 1. For all other pensions (state, private or occupational) you may apply for Remission 2 or 3 and you must give the court current notification, letters or statements confirming your pension payments.

Child benefit and other benefits

If you are receiving any benefit payments that are not listed below or listed under Remission 1 you must give the court a benefit entitlement notice or letter, dated within the last month confirming how much is currently being received and how often the money is paid.

The court will also accept current Child Benefit award notice as proof.

Excluded benefits

You do not need to include any of the benefits listed below as income if you are applying for a fee remission under Remission 2 or 3.

Attendance Allowance
Back to Work Bonus
Budgeting Loan
Carer's Allowance
Cold Weather Payment
Community Care Grant
Constant Attendance Allowance
Council Tax Benefit
Crisis Loans
Direct payments made under Community Care, Services for Carer and Children's Services
Disability Living Allowance
Disabled and Severely Disabled elements of Child Tax Credit
Exceptionally Severe Disablement Allowance
Financial support under an agreement for the foster care of a child
Funeral Payment
Housing Benefit
Independent Living Fund Payments
Severe Disablement Allowance

Money from rents, shares, bonds or other financial arrangement

Rental income from any and all properties: If you receive income from the rent of properties, you must give the court tenancy agreement(s) or lease(s) for each property showing the rents currently being paid and how often.

Stocks, shares, bonds or any other financial arrangement: If you receive income from stocks, shares or any other financial arrangement, you must give the court current statements or certificates showing the arrangement and how much income you receive.

Child maintenance payments: If you receive child maintenance, you must give the court an original copy of the document(s) that shows the amount you receive and how often, for each child that maintenance is received for. The evidence must be in the form of:

- Sealed court order; or
- Child Support Agency assessment; or
- Signed Voluntary Agreement (signed by both parents).

Any other income

If you receive income in another way not listed here, such as selling goods for profit privately or publicly, including sales on the internet, you must give the court evidence that shows the amount of income received, how it is received and how often.

Warning:

To prevent delay, applicants must make sure they have all required evidence, correct and within date, before arriving at court or sending the application in the post.

Failure to provide evidence will result in the application being refused and the full fee being payable.

Section 4: Remission 2

Remission two is Full remission based on your annual income before tax and other deductions (known as gross annual income).

If you do not receive one of the benefits listed under Remission 1 you can apply for a remission based on your gross annual income. If your gross annual income and that of your partner, if you are part of a couple, is not more than the amounts shown in the table below and dependent on your circumstance, you will qualify for a full remission.

To qualify you must give the court evidence of your name, address, dependent children, status and your gross annual income.

You must give the court evidence of your gross annual income as set out in pages 7–9. If you are part of a couple you must also enter and give evidence of your partner's income.

Table of gross annual income limits

Gross annual income with:	Single	Couple
No children	£13,000	£18,000
1 Child	£15,930	£20,930
2 Children	£18,860	£23,860
3 Children	£21,790	£26,790
4 Children	£24,720	£29,720
£2,930 for each additional child		

Note: Gross annual income is defined as an applicant's total income from any and all sources for the year, before any deductions such as tax, have been made.

Section 5: Remission 3

Remission 3 is full or part remission based on the money you receive and the money you are allowed to claim as spent each month (monthly disposable income).

If you are not in receipt of any of the benefits listed under Remission 1 and do not qualify for Remission 2 you may apply for a remission based on your monthly disposable income. The court will calculate your monthly disposable income using the information you have given about your income and permitted expenditure per month. If you are part of a couple you must also enter the income of your partner.

Monthly income

Net income: This is your total income from any and all sources for the month, after Income Tax and National Insurance and Pension contributions have been deducted. Enter your net monthly income and that of your partner (if you are part of a couple).

You must give the court evidence of your net monthly income as set out in pages 7–9. If you are part of a couple you must also enter and give evidence of your partner's income

Total net monthly income: Add together all the figures you have entered and put the total in the box. If applicable, do the same for your partner's total monthly income.

Monthly expenses

Housing costs: The total you pay for your mortgage, rent or board per month. This amount must not include any council tax payments or any other utility bill payments. The evidence given to the court must be current and show the amount you pay and how often. Evidence can be one of the following:

- Mortgage statement
 - including extra costs for ground rents and service charges for a flat
 - can be for several mortgages in addition to your main home; or
- Tenancy Agreement for rented properties; or
- Rent book signed by the landlord; or
- Receipts from board payments; or
- Rent statement from landlord; or
- Bank statements.

Fixed allowances: These are the preset amounts that you are allowed to claim for your:

- **Partner:** £159 a month. ONLY enter this figure if you are part of a couple.
- **Dependent Children:** £244 a month per child. ONLY enter this figure if you have dependent children.
- **General Living Expenses:** £315 a month. ONLY enter figure if you have also entered monthly housing costs.

Note: These fixed allowances do not apply to you if you are a prisoner.

Child maintenance: If you pay child maintenance, you must give the court copies of the document(s) that show the amount paid and how often it's paid, for each child that maintenance is paid for. The evidence must be in the form of:

- Sealed court order; or
- Child Support Agency Assessment; or
- Signed Voluntary Agreement or letter of agreement (both to be signed by both parties).

Child care expenses: If you have dependent children, you may pay for childcare. This can include nursery, pre- or after-school care or a child minder, but does not include school fees. You should give the court evidence of any child care payments in the form of:

- Receipts from a nursery; or
- Proof of payments to a pre-school or after-school club; or
- Receipts from a child minder.

Payments under a court order: If you have a court order or judgment (excluding orders for child maintenance) against you, which requires you to make payments, enter that payment, per month, here. Evidence of these payments should be in the form of:

- A sealed court order giving the payment details; and
- receipts of payments made to a claimant or the court.

Total net monthly expenses: Add together all the figures you have entered and put the total in the box.

Section 6: Refund

You can apply for a refund (known as a retrospective application) if you have paid a court fee within the **last six months** and think that you would have been granted a remission at the time you paid the fee. You can only apply for a refund at the court where you paid the fee.

You must give the court evidence that you paid the fee; this should be:

- A court receipt or receipted documents giving details of the fee and showing how much was paid and the date paid (no more than 6 months old); and
- Evidence for the remission you are applying for, that would mean the court granted you a remission on the day you paid the fee. Benefit letters and other evidence must be dated for the date you paid the fee and not the date you apply for the refund.

There are separate rules for vexatious litigants or litigants bound by a Civil Restraint Order as set out on page 4.

If you are applying for a refund, tick the 'Yes' box and state the date on which the fee was paid.

Section 7: Declaration and Statement of Truth

All applicants must sign and date the declaration and statement of truth to confirm all the information entered is true and supported by evidence.

Only you can sign and date the declaration and statement of truth.

No third party information or signature is allowed unless the application is completed by a Litigation Friend, parent or guardian acting on behalf of a child.

The application will be refused if:

- Section 7 has not been completed; or
- Any figures entered on the application are found to be incorrect; or
- You fail or refuse to give the court the evidence needed to support your application.

If, after approval of the application, information contained in the EX160 is found to be wrong, the court can:

- Have the order or process which was received, revoked; and
- Ask you to pay the court fee in full.

Court staff can ask for extra evidence to support your application. If you refuse to give the court the extra evidence, your application will be refused and the court fee will have to be paid.

The procedure

You must send the completed fee remission form (EX160) together with the application or claim you are making to the appropriate court/office. Please make sure you also give the court/office the evidence listed to support your application. The court/office will refuse the fee remission application if you have not given them the right evidence.

If you have applied for a remission under Remission 1 a member of court staff will check the evidence you have given to prove you receive one of the listed benefits. If the evidence is correct, you will not have to pay a court fee.

If you have applied for a remission under Remission 2 a member of court staff will work out your gross annual income based on the figures and evidence you have given. If your gross annual income is below the set amounts on page 9 then you will not have to pay the court fee. If your gross annual income is more than the set amounts you will have to pay the court fee or apply under Remission 3.

If you have applied for a remission under Remission 3, a member of court staff will work out your disposable monthly income based on the figures and evidence you have given. If your disposable income is less than £50 per month you will be allowed a full remission and you will not have to pay the fee. If your disposable income is over £50 you will have the fee reduced according to the amount of disposable income you have. A table showing how much of the fee you will have to pay is on page 18 and also available at hmctsformfinder.justice.gov.uk type EX160C into the form number.

For all remission applications, your application (EX160) will be processed within five working days of when it is received. Emergency applications can be processed sooner (see page 13).

If the application for a full remission is approved under Remission 1, 2 or 3, the court will process the papers for your case. Please let the court know if you want them to return your original copies of supporting documentation as this is not done automatically.

If the application for a part remission is approved under Remission 3, the court will write to you letting you know how much of the fee you have to pay. Please let the court know if you want them to return your original supporting documents as this is not done automatically. Payment should be made within seven days. The papers relating to your case will not be processed until the fee is received by the court.

If the application for Remission 1, 2 or 3 is refused the application form and supporting evidence will be returned to you with a letter explaining the reason(s) why it was refused and stating the court fee payable.

If you do not agree with the court officer's decision, you can appeal.

How to appeal

What you need to do:

- Write to the court by the date set out in the court officer's refusal letter (this will be roughly 14 days from when you receive the letter); and
- Say why you are not happy with the decision made; and
- Include any evidence you supplied with the original application and any extra evidence to support your case.

The delivery manager will consider your appeal and let you know their decision within ten working days.

If the appeal is **allowed** and a full remission granted, a court officer will process the court papers that the remission was for. When the appeal is allowed for a part remission you will be told how much of the fee you must pay and the court papers will not be processed until that amount is received.

If the appeal is **refused**, the delivery manager will write to you explaining the reasons why your appeal has been refused. You can appeal one more time to the operational manager whose name and address will be set out in your refusal letter. To appeal to the operational manager you must follow the same procedure as for appeals to the delivery manager.

The operational manager's decision is final and cannot be appealed.

Emergency applications

When something is an emergency that needs an urgent decision of the court, the delivery manager can grant a remission without supporting evidence when the form is submitted to court. The delivery manager's decision will be based on:

- Why evidence to support the remission application is not available at the time the application is made;
- your ability to pay the court fee; and
- whether the interests of justice will be compromised if there is a delay.

The court manager is the only person who can make this decision, their decision is final and cannot be appealed.

Matters which could be considered an emergency can include applications involving:

- children;
- domestic violence;
- injunctions;
- suspending an eviction which is about to happen;
- extending a time limit about to run out.

If your application is believed to be an emergency you will be asked to give an undertaking that you will bring evidence to support your remission application or money to pay the court fee within five working days.

Undertakings

An undertaking is a written agreement made with the court to do something within a certain time period. The court will ask you to complete the form 'Undertaking to apply for remission of a court fee or to pay a court fee' (EX160B).

The undertaking sets out that you promise to:

- supply the court with the evidence to support your application; or
- pay the court fee.

Whatever you have undertaken to do must be done within five working days from the day you gave the undertaking.

Before giving an undertaking, you must be sure you can do what you have undertaken. **Failure to do so** carries sanctions which are very serious and can result in:

- Having the case stopped.
- Having your claim/defence struck out.
- Having the order which was obtained, revoked.

Exceptional circumstances

If your fee remission application is refused, you may not have to pay a court fee if you have suffered an unexpected event, that has seriously affected your ability to pay a court fee. If you can prove this circumstance is exceptional, for example, letter or notices threatening legal action due to non payment of bills etc., the court manager has the power to grant a full or part remission.

The court manager is the only person who can make this decision and it is based on the information given to the court at the time the court fee is due. The court manager's decision is final and cannot be appealed.

Exceptional circumstance cannot be used to make a refund (retrospective remission) application.

Your circumstances will not be exceptional simply because the money you spend per month is not one of the permitted monthly expenditures under Remission 3. Examples of exceptional circumstances may be when:

- Payment of a fee would mean non-payment of rent or mortgage amounts that are overdue, which could lead to you being made homeless; or
- You cannot pay the fee due to uninsured loss or damage to personal belongings as a result of fire, flood, theft or criminal damage.

Multiple party or class action applicants

Where there are two or more claimants or defendants involved in the same case, they will all be responsible for any court fees that need to be paid during the case. Each claimant or defendant can apply for a fee remission. If one or more claimants or defendants is granted a remission, the remaining claimants or defendants (if any) will become responsible for the fee.

If two or more claimants or defendants gain a part remission under Remission 3, the amounts they must pay towards the fee will be added together.

Example 1: Four claimants in the same case issue a claim. Three of them are given a full remission under Remission 1. The fourth claimant doesn't qualify for any remission and so would have to pay the fee in full.

Example 2: Four claimants in the same case issue a claim. Two of them are given a full remission under Remissions 1 and 2. The remaining two claimants apply for a remission under Remission 3 and are given a part remission. The amounts they pay towards the fee are added together to pay the court fee in part or in full.

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

Gender

 Male Female

Your address

Surname/family name

First and middle names

Date of birth

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Postcode

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?

3. Remission 1 — 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.

<input type="checkbox"/> Income-based Jobseeker's Allowance	<input type="checkbox"/> Working Tax Credit and not receiving Child Tax Credit	<input type="checkbox"/> Income-related Employment and Support Allowance
<input type="checkbox"/> Income Support	<input type="checkbox"/> Pension Credit guarantee credit	
<input type="checkbox"/> None of the above - Go to section 4		If you have ticked any of the above boxes - Go to section 6

4. Remission 2 — 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	£ <input type="text"/>	£ <input type="text"/>
Income from people living with you - lodger or tenant, non-dependent children or relative	£ <input type="text"/>	£ <input type="text"/>
Total pensions - state, private, occupational	£ <input type="text"/>	£ <input type="text"/>
Total benefits - child benefit and other benefits	£ <input type="text"/>	£ <input type="text"/>
Money from rents, shares, bonds or other financial arrangement	£ <input type="text"/>	£ <input type="text"/>
Any other income	£ <input type="text"/>	£ <input type="text"/>
Total gross annual income	£ <input type="text"/>	£ <input type="text"/>

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**

5. Remission 3 — 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		Net monthly expenses		
	Applicant	Partner		
Paid/Self employment	£ <input type="text"/>	£ <input type="text"/>	Housing costs	£ <input type="text"/>
Income from people living with you			Fixed allowances	
lodger or tenant, non-dependent children or relative	£ <input type="text"/>	£ <input type="text"/>	• partner	£ <input type="text"/>
Pension			• dependent children (each child)	£ <input type="text"/>
state, private or occupational	£ <input type="text"/>	£ <input type="text"/>	• general living expenses	£ <input type="text"/>
Child benefit	£ <input type="text"/>	£ <input type="text"/>	Child maintenance	
Other benefits	£ <input type="text"/>	£ <input type="text"/>	Under a court order, voluntary agreement, or Child Support Agency	£ <input type="text"/>
Money from rents, shares, bonds or other financial arrangement	£ <input type="text"/>	£ <input type="text"/>	Child care expenses	£ <input type="text"/>
Any other income	£ <input type="text"/>	£ <input type="text"/>	Payments under a court order	£ <input type="text"/>
Total net monthly income	£ <input type="text"/>	£ <input type="text"/>	Total net monthly expenses	£ <input type="text"/>

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? / /

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

 / /

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

Reference number

Form number

Signature

Name

Band Date

Evidence for remission 1 2 3

Court/Probate fee

Contribution

Amount remitted

Amount to pay

Date approved

Risk controls

Signature

Name

Band

Date

Remission 3 - Table of Contributions

This table shows how much of the court fee you will have to pay (contribution) if your monthly disposable income is calculated to be £50 or more. If your monthly disposable income is calculated to be less than £50, you do not have to pay a court fee.

Disposable Monthly Income £	Contribution £	Disposable Monthly Income £	Contribution £	Disposable Monthly Income £	Contribution £
50 – 59*	12.50	340 – 349	120.00	630 – 639	265.00
60 – 69	15.00	350 – 359	125.00	640 – 649	270.00
70 – 79	17.50	360 – 369	130.00	650 – 659	275.00
80 – 89	20.00	370 – 379	135.00	660 – 669	280.00
90 – 99	22.50	380 – 389	140.00	670 – 679	285.00
100 – 109	25.00	390 – 399	145.00	680 – 689	290.00
110 – 119	27.50	400 – 409	150.00	690 – 699	295.00
120 – 129	30.00	410 – 419	155.00	700 – 709	300.00
130 – 139	32.50	420 – 429	160.00	710 – 719	305.00
140 – 149	35.00	430 – 439	165.00	720 – 729	310.00
150 – 159	37.50	440 – 449	170.00	730 – 739	315.00
160 – 169	40.00	450 – 459	175.00	740 – 749	320.00
170 – 179	42.50	460 – 469	180.00	750 – 759	325.00
180 – 189	45.00	470 – 479	185.00	760 – 769	330.00
190 – 199	47.50	480 – 489	190.00	770 – 779	335.00
200 – 209	50.00	490 – 499	195.00	780 – 789	340.00
210 – 219	55.00	500 – 509	200.00	790 – 799	345.00
220 – 229	60.00	510 – 519	205.00	800 – 809	350.00
230 – 239	65.00	520 – 529	210.00	810 – 819	355.00
240 – 249	70.00	530 – 539	215.00	820 – 829	360.00
250 – 259	75.00	540 – 549	220.00	830 – 839	365.00
260 – 269	80.00	550 – 559	225.00	840 – 849	370.00
270 – 279	85.00	560 – 569	230.00	850 – 859	375.00
280 – 289	90.00	570 – 579	235.00	860 – 869	380.00
290 – 299	95.00	580 – 589	240.00	870 – 879	385.00
300 – 309	100.00	590 – 599	245.00	880 – 889	390.00
310 – 319	105.00	600 – 609	250.00	890 – 899	395.00
320 – 329	110.00	610 – 619	255.00	900 – 909	400.00
330 – 339	115.00	620 – 629	260.00	910 – 919**	405.00

*each range ends with 0.99p

**the contribution will increase by £5 for every additional £10 over £919

Things to remember

- You must make sure you have all the evidence needed, correct and within date, before you come to court or send the application in the post.
- Applications for fee remissions will not be approved without the evidence listed in this leaflet when the application is not an emergency.
- Court staff cannot give legal advice. For free legal information, help and advice, contact Community Legal Advice or Citizens Advice Bureau. You can also go to a Law Centre or independent advice centre, check the Yellow Pages for details.
- We recommend you seek advice from Royal Mail before sending original documents in the post. The court is not responsible for any original documents it does not receive.
- Courts accept payment by cash, credit or debit card, postal orders or cheques, which should be made payable to HM Courts & Tribunals Service.
- If you pay by cheque and it is dishonoured, the court will take steps to recover the money. Non-payment will result in your case being stayed or even struck out.

Useful contacts

Citizens Advice Bureau

www.citizensadvice.org.uk

www.adviceguide.org.uk or check the Yellow Pages for your local office

Civil Legal Aid

www.direct.gov.uk/contactcla or 0845 345 4345

Department for Work and Pensions

www.gov.uk/legal-aid

HM Courts & Tribunals Service

www.direct.gov.uk/courtanddebt

Her Majesty's Revenue and Customs

www.hmrc.gov.uk or 0845 3003900

Jobcentre Plus

www.direct.gov.uk or 0845 6060234

The Pension Service

www.direct.gov.uk or 0800 99 1234

If you need this leaflet in an alternative format, for example in large print, please contact your local court for help.

If you have a disability that makes going to court or communicating difficult, please contact the court concerned and they will be able to help you.

You can find contact details for all our courts online at hmctscourtfinder.justice.gov.uk

You can find a copy of this booklet and form online at hmctiformfinder.justice.gov

