Apply for help with fees

Reference (office use

{ FORMTEXT }

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/help-with-court-fees

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1. Your personal details

{ MERGEFIELD LINKNAME TITLE 1 } First and middle names

{ MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD CLI1 ADD INFO FW CLI1 MNAME }

Last name

{ MERGEFIELD LINKNAME SURNAME 1 }

Date of birth

{ MERGEFIELD

CLI1 ADD INFO FW CLI1 DOB }

National Insurance number

{ MERGEFIELD

CLI1 ADD INFO FW CLI1 NI }

Home Office reference no. (if applicable)

{ FORMTEXT }

2. What is your status?

{ FORMCHECKBOX } Single

{ FORMCHECKBOX } Married or living with someone and sharing an income

3. About your application

Form no.

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

{ FORMTEXT }

{ FORMTEXT }

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

{ FORMCHECKBOX } No

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.

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.

Case, claim or 'notice to pay' number - Find this

{ FORMCH	HECKBOX } Yes, the case, claim or 'notice to pay' number is	
	{MERGEFIELD FW CN COURT FW CN CT CL NO }	

number on letters from the court or tribunal.

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

{ FORMCHECKBOX } No

{ FORMCHECKBOX } Yes, the name of the deceased is

{ FORMTEXT }

Date of death

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?

{ FORMCHECKBOX } No

{ FORMCHECKBOX } Yes, the fee was paid on

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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.

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

(including your partner if you have one)

{ FORMCHECKBOX } Less than £3,000 → go to question 9

{ FORMCHECKBOX } More than £3,000 → go to question 8

Savings - Include all savings and investments, eg ISAs or capital value from additional property you own.

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.

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

{ FORMCHECKBOX } No. How much do you have in savings and investments? (including your partner if you have one)

£{ FORMTEXT }

{ FORMCHECKBOX } Yes. How much do you have in savings and investments? (including your partner if you have one)

{ FORMCHECKBOX } Less than £16,000

{ FORMCHECKBOX } £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 (quarantee credit)
- Scottish Civil Legal Aid (not Advice and Assistance or Advice by Way of Representation)

{ FORMCHECKBOX } No → go to question 10

{ FORMCHECKBOX } Yes → go to question 12

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

{ FORMCHECKBOX } No

{ FORMCHECKBOX } Yes, { FORMTEXT } children

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

{ FORMCHECKBOX } No

{ FORMCHECKBOX } Yes, { FORMTEXT } children

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.

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 incl Housing Benefit or childcare ele See full list on page 10 of the gu	Your monthly income	Your partner's monthly income			
Wages (before tax and National	£{ FORMTEXT }	£{FORMTEXT}			
Child Benefit	£{ FORMTEXT }	£{ FORMTEXT }			
Working Tax Credit	£{ FORMTEXT }	£{FORMTEXT}			
Child Tax Credit	£{ FORMTEXT }	£{ FORMTEXT }			
Maintenance payments	£{ FORMTEXT }	£{ FORMTEXT }			
Contribution-based Jobseekers	£{ FORMTEXT }	£{FORMTEXT}			
Contribution-based Employmen	£{ FORMTEXT }	£{ FORMTEXT }			
Universal Credit (and you are ea	£{ FORMTEXT }	£{ FORMTEXT }			
Pensions (state, work and priva	£{ FORMTEXT }	£{ FORMTEXT }			
Rent from anyone living with yo	£{ FORMTEXT }	£{ FORMTEXT }			
Rent from other properties you	£{ FORMTEXT }	£{ FORMTEXT }			
Other income (please state):	£{ FORMTEXT }	£{ FORMTEXT }	£{ FORMTEXT }		
	Total monthly income:	£{ FORMTEXT }	£{ FORMTEXT }		
If you say you have no income in the table above, please tell us how you support yourself. { FORMTEXT }					

12. Your contact details	
Address {FORMTEXT}	
Postcode { FORMTEXT }	
Email { FORMTEXT }	
Phone { FORMTEXT }	
13. Declaration and statement of truth I believe that my financial circumstances mean that I may be entitled to help	Please make sure you have accurately completed all the relevant questions and signed
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.	the declaration.
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.	Return your completed form to the court or tribunal handling your case or claim.
Full name { FORMTEXT }	Find contact details for all courts and tribunals at: gov.uk/find-court-tribunal
Signature Date signed { FORMTEXT }	

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.