

# Apply for help with fees

Reference (office use only)

{ FORMTEXT }

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

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## 1. Your personal details

Title

{ MERGEFIELD LINKNAME\_TITLE\_1 }

First and middle names

{ MERGEFIELD LINKNAME\_FORENAME\_1 }

Last name

{ MERGEFIELD LINKNAME\_SURNAME\_1 }

Date of birth

{ MERGEFIELD TK\_CLI\_GENINFO\_tkCL\_DOB }

National Insurance number

{ MERGEFIELD TK\_CLI\_GENINFO\_TK\_CLI\_NI }

## 2. What is your status?

{ FORMCHECKBOX } Single

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

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.

**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

D8 – Divorce Petition

**Form name or number** - eg 'N1' or 'notice to appeal' form.

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

{ FORMCHECKBOX } No

{ FORMCHECKBOX } Yes, the case, claim or 'notice to pay' number is

{ FORMTEXT }

**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?

{ FORMCHECKBOX } No

{ FORMCHECKBOX } Yes, the name of the deceased is

{ FORMTEXT }

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

Date of death

{ FO RM TE XT }	{ FO RM TE XT }	{ FORMTE XT }
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## 6. Have you already paid the fee?

{ FORMCHECKBOX } No

{ FORMCHECKBOX } Yes, the fee was paid on

{ FO RM TE XT }	{ FO RM TE XT }	{ FORMTE XT }
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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.

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 (guarantee 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

**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)

{ FORMCHECKBOX } No

{ FORMCHECKBOX } Yes, { FORMTEXT } 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 - e.g. 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)	£{ FORMTEXT }	£{ FORMTEXT }
Child Benefit	£{ FORMTEXT }	£{ FORMTEXT }
Working Tax Credit	£{ FORMTEXT }	£{ FORMTEXT }
Child Tax Credit	£{ FORMTEXT }	£{ FORMTEXT }
Maintenance payments	£{ FORMTEXT }	£{ FORMTEXT }
Contribution-based Jobseekers Allowance (JSA)	£{ FORMTEXT }	£{ FORMTEXT }
Contribution-based Employment and Support Allowance (ESA)	£{ FORMTEXT }	£{ FORMTEXT }
Universal Credit (and you are earning more than £6,000 a year)	£{ FORMTEXT }	£{ FORMTEXT }
Pensions (state, work and private)	£{ FORMTEXT }	£{ FORMTEXT }
Rent from anyone living with you	£{ FORMTEXT }	£{ FORMTEXT }
Rent from other properties you own	£{ FORMTEXT }	£{ FORMTEXT }
Other monthly income: £{ FORMTEXT }	£{ FORMTEXT }	£{ FORMTEXT }
<b>Total monthly income:</b>	£{ FORMTEXT }	£{ FORMTEXT }

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
<b>Maximum income</b>	£1,085 plus £245 for each child you have	£1,245 plus £245 for each child you have
For example:		
<b>1 child</b>	£1,330	£1,490
<b>2 children</b>	£1,575	£1,735

## 12. Your contact details

Address

{ MERGEFIELD CLIENT\_HOUSE }  
{ MERGEFIELD CLIENT\_AREA }  
{ MERGEFIELD CLIENT\_POSTAL\_TOWN }  
{ MERGEFIELD CLIENT\_COUNTY }

Postcode

{ MERGEFIELD  
CLIENT\_POSTCODE }

Email

{ FORMTEXT }

Phone

{ FORMTEXT }

## 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

{ MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD  
LINKNAME\_SURNAME\_1 }

Signature

Date signed

{ FORMTEXT }

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](http://gov.uk/find-court-tribunal)

For employment tribunal case or claim please refer to the EX160A guidance at [hmctsformfinder.justice.gov.uk](http://hmctsformfinder.justice.gov.uk)