



Claim Form

You may be able to issue your claim online which may save time and money. Go to www.moneyclaim.gov.uk to find out more.

In the	
Fee Account no.	
Help with Fees - Ref no. (if applicable)	H W F - - - - -

For court use only

Claim no.	
Issue date	

Claimant(s) name(s) and address(es) including postcode

SEAL

Defendant(s) name and address(es) including postcode

Brief details of claim

Value

You must indicate your preferred County Court Hearing Centre for hearings here (*see notes for guidance*)

Defendant's
name and
address for
service including
postcode

£

Amount claimed	
Court fee	
Legal representative's costs	
Total amount	

For further details of the courts www.gov.uk/find-court-tribunal.

When corresponding with the Court, please address forms or letters to the Manager and always quote the claim number.

Claim No.

Does, or will, your claim include any issues under the Human Rights Act 1998? ☐ Yes ☐ No

Particulars of Claim (attached)(to follow)

Statement of Truth

*(I believe)(The Claimant believes) that the facts stated in these particulars of claim are true.

* I am duly authorised by the claimant to sign this statement

Full name _____

Name of claimant's legal representative's firm _____

signed _____ position or office held _____

*(Claimant)(Litigation friend)

(if signing on behalf of firm or company)

(Claimant's legal representative)

**delete as appropriate*

Claimant's or claimant's legal representative's
address to which documents or payments
should be sent if different from overleaf including
(if appropriate) details of DX, fax or e-mail.



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Claim No.

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*(I believe)(The Claimant believes) that the facts stated in these particulars of claim are true.

* I am duly authorised by the claimant to sign this statement

Full name _____

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signed _____ position or office held _____

*(Claimant)(Litigation friend)
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(Claimant's legal representative)

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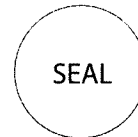


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Claim no.	
Issue date	

Claimant(s) name(s) and address(es) including postcode



Defendant(s) name and address(es) including postcode

Brief details of claim

Value

You must indicate your preferred County Court Hearing Centre for hearings here (*see notes for guidance*)

Defendant's
name and
address for
service including
postcode

--

	£
Amount claimed	
Court fee	
Legal representative's costs	
Total amount	

For further details of the courts www.gov.uk/find-court-tribunal.

When corresponding with the Court, please address forms or letters to the Manager and always quote the claim number.

Claim No.

Does, or will, your claim include any issues under the Human Rights Act 1998? ☐ Yes ☐ No

Particulars of Claim (attached)(to follow)

Statement of Truth

*(I believe)(The Claimant believes) that the facts stated in these particulars of claim are true.

* I am duly authorised by the claimant to sign this statement

Full name _____

Name of claimant's legal representative's firm _____

signed _____ position or office held _____

*(Claimant)(Litigation friend)
(Claimant's legal representative)

(if signing on behalf of firm or company)

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Full name _____

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*(Claimant)(Litigation friend)

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Notes for claimant on completing a claim form

Before you begin completing the claim form

- You must think about whether alternative dispute resolution (ADR) is a better way to reach an agreement before going to court. The leaflet 'I'm in a dispute - What can I do?' explains more about ADR and how you can attempt to settle your claim.
- Please read all the notes which follow the order in which information is required on the form.
- Before completing this form, consider whether you might prefer to issue online www.moneyclaim.gov.uk
- If you are filling in the claim form by hand, please use black ink and write in block capitals.
- Copy the completed claim form and the defendant's notes for guidance so that you have one copy for yourself, one copy for the court and one copy for each defendant.
- If the claim is for a sum of money then you must send it to the County Court Money Claims Centre, PO Box 527, Salford, M5 0BY.
- If it is a High Court claim or is a claim for anything other than money you should send the form and the fee to a court office.
- You can get additional help in completing this form from the Money Claim helpdesk - phone 0300 1231372. If you need legal advice you should contact a solicitor or a Citizens Advice Bureau.

Further information may be obtained from Direct.gov.uk or from the court in a series of free leaflets.

Notes on completing the claim form

Heading

You must fill in the heading of the form to indicate the name of the court where you want the claim to be issued. If you want the claim to proceed in the County Court and it is for money only, you must enter 'County Court Money Claims Centre'.

The claimant and defendant

As the person issuing the claim, you are called the 'claimant'. Please enter your name and address. The person you are suing is called the 'defendant'. Please enter their name.

You must provide the following information about yourself and the defendant according to the capacity in which you are suing and in which the defendant is being sued.

Providing information about yourself and the defendant

full address including postcode

You should provide the address including postcode for yourself and the defendant or its equivalent in any European Economic Area (EEA) state (if applicable).

If an address does not have a postcode you will need to ask the judge for permission to serve the claim with this information missing. There is no additional fee for this, but the court will not allow your claim to be served without the postcode, unless you have permission from the judge.

When suing or being sued as:-

an individual:

You must enter his or her full name where known, including the title (for example, Mr., Mrs., Ms., Dr.) and residential address postcode and telephone number. Where the defendant is a proprietor of a business, a

partner in a firm or an individual sued in the name of a club or other unincorporated association, the address for service should be the usual or last known place of residence or principal place of business.

Where the individual is:

trading under another name

you must enter his or her full unabbreviated name where known, and the title by which he or she is known and the full name under which he or she is trading, for example, 'Mr. John Smith trading as Smith's Groceries'.

suing or being sued in a representative capacity you must say what that capacity is for example, 'Mr Joe Bloggs as the representative of Mrs Sharon Bloggs (deceased)'.

suing or being sued in the name of a club or other unincorporated association add the words 'suing/ sued on behalf of' followed by the name of the club or other unincorporated association.

an unincorporated business - a firm

In the case of a partnership (other than a limited liability partnership) you must enter the full name of the business followed by the suffix 'a firm' for example, 'Bandbox - a firm' and an address including postcode for service. This may either be one of the partners residential addresses or the principal or last known place of business of the firm.

a company registered in England and Wales or a Limited Liability Partnership

In the case of a registered company or limited liability partnership, enter the full name followed by the appropriate suffix (for example, 'Ltd') and an address including postcode which is either the company's registered office or any place of business in the UK that has a connection with the claim e.g. where goods were bought.

a corporation (other than a company)

enter the full name of the corporation and any suffix and the address including postcode in the UK which is either its principal office or any other place where the corporation carries on activities and which has a connection with the claim.

an overseas company (defined by s744 of the Companies Act 1985)

enter the company's full name and any suffix if appropriate and address including postcode. The address must either be the registered address under s691 of the Act or the address of the place of business having a connection with the claim

under 18 write '(a child by Mr Joe Bloggs his litigation friend)' after the name. If the child is conducting proceedings on their own behalf write '(a child)' after the child's name.

a patient within the meaning of the Mental Health Act 1983 write '(by Mr Joe Bloggs his litigation friend)' after the patient's name.

Brief details of claim

You must set out under **this** heading:

- a concise statement of the nature of your claim
- the remedy you are seeking e.g. payment of money

Value

If you are claiming a **fixed amount of money** (a 'specified amount') write the amount in the box at the bottom right-hand corner of the claim form against 'amount claimed'.

If you are not claiming a fixed amount of money (an 'unspecified amount') under 'Value' write "I expect to recover" followed by whichever of the following applies to your claim:

- 'not more than £10,000' **or**
- 'more than £10,000 but not more than £25,000' **or**
- 'more than £25,000'

If you are **not able** to put a value on your claim, write 'I cannot say how much I expect to recover'.

Personal injuries

If your claim is for 'not more than £5,000' and includes a claim for personal injuries, you must also write 'My claim includes a claim for personal injuries and the amount I expect to recover as damages for pain, suffering and loss of amenity is' followed by either:

- 'not more than £1,000' **or**
- 'more than £1,000'

Housing disrepair

If your claim is for 'not more than £5,000' and includes a claim for housing disrepair relating to residential premises, you must also write 'My claim includes a claim against my landlord for housing disrepair relating to residential premises. The cost of the repairs or other work is estimated to be' followed by either:

- 'not more than £1,000' **or**
- 'more than £1,000'

If within this claim, you are making a claim for other damages, you must also write:

'I expect to recover as damages' followed by either:

- 'not more than £1,000' **or**
- 'more than £1,000'

Preferred Court

You may be asked to send this claim to a court centre that is not convenient for you to attend. If attendance is required the court will transfer the case to make it easier for one or all of the parties to attend. A list of County Courts hearing centre can be found at: hmcts.courtfinder.justice.gov.uk State your preferred court where indicated. The court will take it into account if transfer is required.

Defendant's name and address

Enter in this box the title, full names, address and postcode of the defendant receiving the claim form (one claim form for each defendant). If the defendant is to be served outside the UK or any other state of the EEA, you may need to obtain the court's permission.

Legal representative's costs

These fixed sums may only be claimed where a legal representative has been instructed to make the claim on your behalf.

Particulars of claim

You must set out under this heading:

- a concise statement of the facts on which you rely
- a statement (if applicable) that you are seeking aggravated damages or exemplary damages
- details of any interest which you are claiming
- any other matters required for your type of claim as set out in the relevant practice direction

Statement of truth

This must be signed by you, your solicitor or your litigation friend.

Where the claimant is a registered company or a corporation the claim must be signed by either the director or other officer of the company or (in the case of a corporation) the mayor, chairman, president or town clerk.

Address for documents

Please note that the service regulation provides that cross-border service by any direct means including fax or email is not permitted within the EEA.

Apply for help with fees

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

Reference (office use only)

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.

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

☐ No

☐ Yes, the name of the deceased is

Date of death

--	--	--	--	--	--	--	--	--	--

6. Have you already paid the fee?

☐ No

☐ Yes, the fee was paid on

--	--	--	--	--	--	--	--	--	--

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

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

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.

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 6 of the 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
- Scottish Civil Legal Aid – not Advice and Assistance or Advice by Way of Representation

☐ No → go to question 10

☐ Yes → go to question 13

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

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.

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 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 income (please state): <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Total monthly income	£ <input type="text"/>	£ <input type="text"/>

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

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.



Guide

How to apply for help with fees

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

This guidance is designed to complement the paper application form. It can also be used to support online applications, though questions may be asked in a different order.

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Who can get help with fees?

You may not have to pay a fee, or you may get some money off if you:

- have no savings or investments, or only a small amount
- and receive certain benefits
- or are on a low income

You can also apply for help with court and tribunal fees online at www.gov.uk/help-with-court-fees

Help with fees is sometimes known as 'fee remission'.

Usually only individuals can apply for help with fees. There are some exceptions, for example:

- sole traders (people who run their own business)
- charities and not-for-profit organisations who are making a case to the UK Supreme Court
- companies applying to the Gambling jurisdiction of First-tier Tribunal (GRC)
 - using the separate form and guidance.

In most instances, non-UK nationals can apply for help with fees if a case or claim is being dealt with by a UK court or tribunal. However, in the First-tier Tribunal (Immigration and Asylum Chamber), you will not be eligible for help with fees if you are not in the UK at the time you start your appeal.

Help with fees is not available in respect of the fee payable for requests for a copy or duplicate documents and searches.

If you are not eligible for help with fees for any reason and are likely to experience exceptional hardship, you may be eligible for a part or full fee remission under the Lord Chancellors' exceptional power. See page 19.

Your personal details (question 1)

The court or tribunal needs details such as your name, date of birth, National Insurance number or Home Office reference number to identify you.

You can usually find your National Insurance number on letters from the Jobcentre Plus, your payslip, or P60. If you can't find it, see: gov.uk/lost-national-insurance-number.

You may have a Home Office reference number if you are subject to immigration control. You will find the Home Office reference number on any correspondence you have received from the Home Office.

Most people need to apply for help with fees themselves. However, if the applicant is a child, lacks capacity, or is a deceased's estate; then a parent, Litigation Friend, or administrator/executor can apply on their behalf. The financial details will need to be those of the person who is the party to the legal action, but the address and signature need to be the third party's.

Your status (question 2)

If you're part of a couple, your partner's financial situation will be taken into consideration and you must give details of their savings and income.



Choose 'married or living with someone and sharing an income' if you're:

- married
- civil partners
- living together as if you are married or in a civil partnership
- living at the same address with a joint income
- a couple forced to live apart, eg where one or both is serving in the Armed forces, in prison or living in residential care



Choose 'single' if you rely on your own income or your case involves your partner, for example:

- divorce, dissolution or annulment (unless you have married again or live with a new partner)
- gender recognition
- domestic violence

About your application (question 3)

A Help with Fees application is required at each stage of your case where a fee is payable including where a hearing fee may be applicable.

You need to give the number of the court or tribunal form that you're using.

You can usually find the form number at the bottom.

If you don't have a form number, for example if you're applying for help with a hearing fee for a small claim or a divorce through our online system, then write 'hearing fee for small claim' or 'online divorce' as the answer to this question.

If you don't know the answer to this question, leave it blank.

Finding your case, claim, appeal or 'notice to pay' number (question 4)

The court or tribunal creates a reference number for every case. This is sometimes called a claim number, case number, appeal or 'notice to pay' number.

If your case is ongoing then you'll find the reference number on letters from the court or tribunal.

If you don't have a reference number (this might be because your case hasn't started yet) leave this question blank.

Paying a fee for a probate case (question 5)

This is when you are applying for the right to deal with the property, money and belongings (the 'estate') of someone who has died in England or Wales.

You can only get help with the fee for applying for a 'grant of representation' and 'submitting a caveat'.

See more about probate: gov.uk/wills-probate-inheritance

Applying for a refund if you've already paid the fee (question 6)

You can apply to get some, or all of your money back if you've paid a fee in the last 3 months. However you must have been eligible when you paid the fee.

If you're applying for a refund, answer questions 7 to 12 with information about your circumstances at the time you paid the fee. You should also include 'proof of payment' of the fee with your application, eg a receipt or bank statement.

A fee for an appeal lodged from within the UK to the First-tier Tribunal (Immigration and Asylum Chamber) will only be eligible for refund if the fee was paid on or after 20 April 2020.

Your savings and investments (questions 7 and 8)

Start by adding up your savings. **If you have a partner, remember to include their savings too.** (See information about 'Your status' on page 5 if you're not sure whether to include your partner's savings).



What to include in savings and investments:

- money in ISAs and any other savings account
- joint savings accounts that you share with your partner
- fixed rate or investment bonds
- any lump sum (eg a redundancy payout)
- stocks and shares
- trust funds (or any other kind of fund)
- value of second homes
- any money or property outside the UK



Don't include the following in your savings total:

- wages or benefits
- joint savings accounts that you share with your partner if your case concerns divorce or gender recognition (see more about 'Your status' on page 5)
- personal pensions
- capital value of self-employed businesses
- the value of any vehicle which would leave you or your partner without motor transport if sold
- loans
- unfair dismissal awards
- money from the criminal injury compensation scheme
- medical negligence or personal injury awards
- any compensation under a statutory scheme in respect of Mesothelioma

If you have no savings or less than £3,000 in savings, you'll be able to get help with your fee, as long as you receive certain benefits (see page 10) or are on a low income (see page 11).

If you've got £3,000 or more in savings, see the table below.

Your court or tribunal fee is:	You must have less than this amount in savings and investments:
Up to £1,000	£3,000
Between £1,001 – £1,335	£4,000
Between £1,336 – £1,665	£5,000
Between £1,666 – £2,000	£6,000
Between £2,001 – £2,330	£7,000
Between £2,331 – £4,000	£8,000
Between £4,001 – £5,000	£10,000
Between £5,001 – £6,000	£12,000
Between £6,001 – £7,000	£14,000
£7,001 or over	£16,000

Fees depend on your claim or case. To find out what you can expect to pay at a court or tribunal see: gov.uk/court-fees-what-they-are

If you (or your partner) are 61 or over and you've got less than £16,000 in savings, you may be able to get help with your fee.

If you have more than this amount it is unlikely that you'll be able to get financial help.

Benefits (question 9)

You'll be able to get help with fees if you have no savings, or only a small amount of savings (see page 7) and you're receiving one of these benefits:

- 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 Legal Aid (Civil Claims)

We'll contact the Department for Work and Pensions to confirm that you are (or were) getting one of these benefits. We may also contact you if we need to see additional evidence.

If you are part of a couple and on a shared means-tested benefit please provide evidence of this when sending in your application.

If you've only recently started receiving one of these benefits

(for example, in the last few days), our staff may not be able to confirm your eligibility with the Department for Work and Pensions. In this case you should provide a letter or screenshot from the Jobcentre Plus.

Children living with you, or who you support financially (questions 10 and 11)

You need to give details of any children you or your partner support financially.

This includes children who are:

- under 16 and living at home
- between 16 – 19, single, living at home and in full-time education (not including studying for a degree or other higher education qualification).
See: gov.uk/child-tax-credit-when-child-reaches-16
- a child who doesn't live with you, but you (or your partner) pay regular maintenance for them

Your total monthly income (question 12)

Write down how much money you get every month.

What to include as income:

- gross wages, that is before any tax or National Insurance payments have been taken off.
- some benefits (see the list on pages 13-14 for benefits you shouldn't include)
- pensions (state, work or private without guarantee credit)
- rent from anyone living with you and other properties that you own
- regular payments from relatives or friends (ie not loans or one-off gifts)
- maintenance payments, eg from an ex-spouse
- income from selling goods publicly or privately, including over the internet

Where to find information about your income

Wages	<p>Your monthly total (before tax and National Insurance payments) should be on your payslip if you get one.</p> <p>If you get paid weekly multiply your weekly pay by 52, then divide it by 12. This will give you a monthly total.</p> <p>If your income varies from month to month, work out an average monthly income based on the last 3 months.</p> <p>If you're self-employed and earn a different amount each month, divide your gross yearly income from the last financial year by 12. Use this figure as your monthly total.</p>
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Child Benefit, Working Tax Credit and Child Tax Credit	You can usually find the monthly amount on the last page of the letter from HM Revenue and Customs (HMRC) or on any online account confirming that you're receiving Child Benefit, Working Tax Credit or Child Tax Credit. Provide a screenshot if the evidence is online.
Contribution-based Jobseeker's Allowance (JSA), Contribution-based Employment and Support Allowance (ESA), and Universal Credit	<p>You can usually find the monthly amount on the letter from the Department for Work and Pensions (DWP) or on your online account confirming that you're receiving the benefit. Provide a screenshot if the evidence is online.</p> <p>You should only include Universal Credit as income if you're earning more than £6,000 a year.</p>
Pensions	Your monthly pension amount should be on your pension statement.
Prisoner Income and Expenditure Statement	You can find your monthly income amount on your Prisoner Income and Expenditure Statement if you're a prisoner.

Include your partner's income

If you have a partner, remember to include any money they receive too. See information about 'Your status' on page 5 if you're not sure whether to include your partner's income.

Other income

If you get regular money each month from somewhere else (that's not one of the benefits listed above or in question 9), you can enter it in the last row of the table about your income, where it says 'Other income'.

No income

If you (and your partner) do not have an income, please indicate how you support yourself in the box provided.

If you live outside the UK

Convert your monthly income into pounds sterling (GBP) using the current exchange rate. Our staff will allow for small changes in the exchange rate from when you complete your application to the date it is assessed.



Don't include these benefits as income:

- Armed Forces Independence Payment (AFIP)
- Attendance Allowance
- Back to Work Bonus
- Bereavement Allowance
- Budgeting Advances paid under Universal Credit
- Budgeting Loan
- Carer's Allowance
- Carer Element of Universal Credit
- Childcare Element of Working Tax Credit
- Childcare Element of Universal Credit
- Cold Weather Payment
- Constant Attendance Allowance
- Direct payments made under Community Care, Services for Carer and Children's Services
- Disability Living Allowance (DLA)
- Disabled and Severely Disabled elements of Child Tax Credit
- Disabled and Severely Disabled Child elements of Working Tax Credit
- Disabled and Severely Disabled Child elements of Universal Credit
- Exceptionally Severe Disablement Allowance
- Financial support under an agreement for the foster care of a child

- Funeral Payment
- Housing Benefit
- Housing Credit Element of Pension Credit
- Housing Element of Universal Credit
- Industrial Injuries Disablement Benefit
- Independent Living Fund payments
- Limited Capability for Work Element of Universal Credit
- Personal Independence Payment (PIP)
- Any pension paid under the Naval, Military and Air forces etc (Disablement and Death) service Pension Order 2006
- Severe Disablement Allowance
- Short Term Benefit Advances (STBAs)
- Universal Credit Advances
- Widowed Parent's Allowance

How your income affects whether you can get help with your fee

You'll be able to get help with fees if you have no savings, or only a small amount of savings (see page 7) and your monthly income is less than the amount in table 1.

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

If your monthly income is:

- **less than the amount in table 1** (and you also have less than the amount of savings on page 9), then you won't have to pay your fee
- **more than the amount in table 1**, see table 2 below

Table 2	Single	Part of a couple
Maximum income	£5,085 plus £245 for each child you have	£5,245 plus £245 for each child you have
For example		
1 child	£5,330	£5,490
2 children	£5,575	£5,735

If your monthly income is:

- **less than the amount in table 2** (and you also have less than the amount of savings on page 9), you may be eligible for some money off your fee. See 'Paying part of the fee' below
- **more than the amount in table 2**, you won't be able to get help with your fee

Paying part of the fee

Follow these steps to work out how much money you could get off your fee.

1. Start with your monthly income and subtract the amount in table 1 that applies to your situation.
2. Round the figure down to the nearest £10. For example, £428 becomes £420.
3. Divide this amount by 2 to get the amount you'd have to pay.

Do not send this amount with your court application. Court staff will process your help with fees application and tell you what you need to pay and how to pay it.

Providing evidence of your income

You may get a letter from the court or tribunal asking for evidence of your income. If this happens, you'll need to send bank statements as well as payslips, letters from the Jobcentre Plus or tax returns. Our staff will tell you exactly what they need to see.

You don't need to send any evidence of your income unless you get a letter asking for it.

Contact details (question 13)

You should provide your contact details here. If you are a third party applying for someone else, provide your details, not those of the applicant.

Signing the form (question 14)

You must sign and date the declaration and statement of truth to confirm you believe you may be entitled to help with fees and all the information you have given is true. If you are found to have been deliberately untruthful or dishonest, criminal proceedings for fraud can be brought against you.

With limited exceptions (see page 4) only you can sign and date the declaration and statement of truth.

Multiple claims or applications

In some courts and tribunals there are cases where two or more people are named on the same claim form. This is known as a multiple claim or application.

In a multiple claim or application, everyone involved is responsible for the fees that need to be paid. Each person should make a separate application for help with fees.

If one of the group does not qualify for help with the fee then they'll have to pay it.

No-one will have to pay more than they would have done if they had applied on their own.

Where to send your application

Court, tribunal and probate fees

If you are applying for help with court, tribunal or probate fees you must send your completed form and your Help with Fees form to the court, tribunal or probate office handling your case or claim.

You can find contact details at: gov.uk/find-court-tribunal

Online application

If you have completed an online application you will receive a Help with Fees reference number 'HWF-XXX-XXX'. You should write this Help with Fees reference number at the top of your claim or case form so the court can process your online application.

If you are applying to the court online, put your Help with Fees reference number onto their system when prompted.

If you do not apply for Help with Fees online, you will not need to provide a Help with Fees reference number.

If you are applying for a refund see page 7 for more information.

What happens next

Our staff will aim to process your application in 5 working days. You'll receive a letter if your application is unsuccessful, or if you need to provide more information. For example, you may be asked to send evidence of your income.

How to appeal

You can appeal if your application for help with your fee is unsuccessful and you don't agree with the decision.

You need to write to the court or tribunal's 'delivery manager' by the date stated in your refusal letter (this will usually be about 14 days from when you receive the letter). Say why you are not happy with the decision and include any evidence that will support your appeal.

You will hear from the delivery manager within 10 working days.

If the delivery manager refuses your appeal, you have the right to contact the court or tribunal's 'operations manager' within 14 days from the date your appeal was refused. They will look at your application for an appeal and make a final decision.

If you are likely to experience exceptional hardship

Where you believe that you are not realistically able to afford to pay your court or tribunal fee, or are facing other exceptional circumstances, you can ask the court or tribunal's delivery manager to consider reducing or waiving your fee. This is an important safety net which may apply where, for example, you are not eligible under the standard help with fees scheme, help with fees has been granted only in part, or if your fee is payable in proceedings where the help with fees scheme doesn't apply and you don't qualify for a remission under other rules.

The delivery manager will generally only grant your request if you are able to demonstrate that you are not realistically able to afford the fee in practice or that there are other circumstances which justify remission of the fee. The circumstances of applicants will be considered **on a case by case basis**.

In considering whether to reduce or waive your fee, the delivery manager will require evidence about your exceptional circumstances, including why you are not able to afford your fee, or why there are other circumstances which justify remission of the fee. You must provide this evidence alongside your application. The type of evidence that you should provide includes (where relevant): notices threatening legal action due to non-payment of bills or housing costs, details of your income, savings, expenses, or any other relevant information to support your request for an exceptional remission.

All evidence must be in English or accompanied by a translation into English and where evidence of your finances is presented in a currency other than sterling it must be accompanied by a conversion. Translations and conversions should be from a recognised source (this can include online translation/conversion services).

You won't automatically have your fee reduced or waived because of your status, for example if you're unemployed, a seasonal or part-time worker, student or prisoner. You will still be asked to provide evidence to support your application.

In considering an application for an exceptional fee remission we would expect you to demonstrate that you have taken all reasonable steps to exhaust alternative sources of funding. For example, where you have a sponsor supporting you in an immigration related matter we would expect to see evidence demonstrating that those parties are unable to assist you in paying your fee. In addition, if you have any form of legal expenses insurance we would expect to see evidence as to why that cover would not be able to fund your fee.

If the delivery manager does not grant your exceptional fee remission application then you can appeal this decision to the operational manager. The operational manager will then consider any evidence that you have submitted previously and any further information you submit with your appeal. Once the operational manager has made their final decision we will not be able to consider the matter any further.

What to do in an emergency

If you need a decision more quickly than 5 working days, the court or tribunal delivery manager can make a decision about whether you can get help with your fee.

Emergencies include cases involving:

- suspending an eviction
- debtor insolvency petition
- children or vulnerable adults
- domestic violence
- injunctions
- 'out of hours' provisions at the Royal Courts of Justice

Useful contacts

Citizens Advice

www.citizensadvice.org.uk

www.adviceguide.org.uk

or check the Yellow Pages for
your local office

Civil Legal Advice

www.gov.uk/civil-legal-advice

Scottish Legal Aid Board

www.slab.org.uk

0131 226 7061

Department for Work and Pensions

www.gov.uk/dwp

HM Courts & Tribunals Service

www.gov.uk/government/organisations/hm-courts-and-tribunals-service

HM Revenue and Customs

www.hmrc.gov.uk

Tax Credit Helpline

0345 300 3900

Jobcentre Plus

www.gov.uk/contact-jobcentre-plus

0345 604 3719

The Pension Service

www.gov.uk/contact-pension-service

0800 731 7898

Scottish Public Pensions Agency

www.sppa.gov.uk

01896 893000

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

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

You can find contact details for all our courts and tribunals online at: gov.uk/find-court-tribunal



Civil and Family Court Fees

From March 2019

Important information

This leaflet sets out a selection of civil and family court fees. It is not the full list, neither is it the authority on fees. For a full list of fees charged in the civil and family courts please see the EX50AHMCTS on hmctsformfinder.justice.gov.uk

The full lists of all court fees are contained in Statutory Instruments (SIs) known as fees orders and can be found online at www.legislation.gov.uk

Please refer to Formfinder for a list of all court forms

<http://hmctsformfinder.justice.gov.uk/HMCTS/FormFinder.do>

If you are unsure which form you need you can search for your issue on www.gov.uk or get legal advice from a solicitor or Citizens Advice, www.citizensadvice.org.uk

The court fees set out in this leaflet apply to, and are the same in, both the High Court, County Court and the Family Court, unless otherwise stated. Your local court will be able to help you identify any fee not contained in this leaflet.

Time for payment of fees

Court fees are payable at the time you file any document or start any process needing a fee, unless otherwise stated.

Methods of payment

Courts accept payment by debit or credit cards, cash, 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 (delayed) or even struck out (dismissed).

You can pay by debit or credit card over the phone by contacting the court or providing your contact details for making payment and provide any paperwork required. Please do not send your bank details to the court.

What if I cannot afford to pay a court fee?

You may not have to pay a fee, or you may get some money off it if you only have a small amount of savings and investments, receive certain benefits or are on a low income. This is sometimes known as 'fee remission.'

You can apply for help with court and tribunal fees online at **www.gov.uk/help-with-court-fees** or through the 'EX160 Apply for help with fees' form and 'EX160A – How to apply for help with fees' guidance.

Refunds

If you have applied to issue a claim by post, and the defendant settles the dispute before your claim is processed by the court or business centre, you will be entitled to a refund as long as you have told us that the claim should not be issued.

If your case settles please email or phone the relevant County Court hearing centre or business centre. The contact details can be found at **www.gov.uk/find-court-tribunal**

You should keep a record of the fact that you have told us.

If your claim has already been issued, you can recover the cost of your court fee from the defendant.

Please do not cancel a cheque or card payment to HM Courts & Tribunals Service. Cancellation of a cheque or payment could result in us pursuing the fee from you as a civil debt.

HM Courts & Tribunals Service typically only refunds fees where the court has made a processing error, i.e. the court have processed a claim or application even though you have requested that it should not be processed.

Refunds will not be provided for any duplicate application or claim that is received at court due to it being sent via multiple channels (such as post and email) or multiple times. The Court Manager has the discretion to approve refunds that are the result of a genuine error.

If you want to apply for a fee refund, please write to the relevant County Court hearing centre or business centre (details can be found on Court and Tribunal Finder **www.gov.uk/find-court-tribunal**) explaining why you think you should have a refund. Applications should be made as soon as possible after payment of the fee.

Please note that fee refunds will not be provided for claims issued through MCOL or PCOL unless there has been a system error, i.e. where a fee has been charged twice.

Refunds requested under the fee remission scheme will not be provided in relation to fees paid on MCOL.

Online services

HM Courts & Tribunals Service has two internet based services: Money Claim Online (MCOL) for some money claims up to the value of £99,999.99, and Possession Claim Online (PCOL) for possessions concerning rent or mortgage arrears. You can use either of these simple, convenient and secure processes and pay a reduced fee online by debit or credit card.

For more information ask court staff or visit our websites:

www.moneyclaim.gov.uk

www.possessionclaim.gov.uk

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Family court fees

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Civil court fees

Issuing claims

Money claims – Civil Fees Order 1.1-1.2

To issue a claim for money, the fees are based on the amount claimed, including interest. For Court Issued Claims, please round fractions of pence down to the nearest penny. Example: A Fee calculated as being £1050.5096 rounds down to a payable fee of £1050.50:

Value of your claim				Fee payable	
				Court issued claim	Filed via SDT/MCOL*
Up to	£300			£35	£25
Greater than	£300	but no more than	£500	£50	£35
Greater than	£500	but no more than	£1,000	£70	£60
Greater than	£1,000	but no more than	£1,500	£80	£70
Greater than	£1,500	but no more than	£3,000	£115	£105
Greater than	£3,000	but no more than	£5,000	£205	£185
Greater than	£5,000	but no more than	£10,000	£455	£410
Greater than	£10,000	but no more than	£200,000	5% of the value of the claim	4.5% of the value of the claim
Greater than	£200,000			£10,000	N/a

* Maximum amount for Secure Data Transfer (SDT) or Money Claim OnLine (MCOL) £99,999.99

Secure Data Transfer is a secure system to enable customers issuing in bulk to upload and transfer data files directly from their systems to HM Courts & Tribunals Service systems.

Non-money claims

To issue a claim for possession – fees order 1.4

High Court possessions	£480
County Court possessions	£355
Possession Claims Online (PCOL)	£325

(PCOL can only be used for possessions concerning rent or mortgage arrears).

To issue a claim for something other than money or possessions (e.g. civil injunctions, gas injunctions, anti-social behaviour injunctions) the fees are based on where you start your claim - fees order 1.5

High Court (including possession claims)	£528
County Court	£308

If you file an application for a non-money claim (other than a claim for possession) and a claim for damages, both court fees must be paid.

Example: County Court fee or High Court fee (fee 1.5 above) plus relevant money claim fee (the court issued claim fee 1.1 on page 5).

Certain non-money claims will attract the hearing fees set out on page 7. Check with the court to see if your case is affected.

Other fees associated with starting a claim

Issue proceedings against a party or parties not named in the proceedings – fees order 1.6	£55
Permission to issue proceedings – fees order 1.8(a)	£55

Please note, the fees in this section are not paid in respect of applications to commence proceedings under the Companies Act or in Insolvency proceedings. Instead, please see page 10.

Counterclaims and additional claims

- **Money claims** - the court fee payable (set out on page 5) is based on the value of the counterclaim or additional claims. If the original claim was issued in a court, the court issue fee applies. If the claim was issued through Money Claims Online (MCOL) or the County Court Business Centre (CCBC), the reduced MCOL fees apply.
- If you need to amend your claim you will need to make an application. Please refer to page 8 for general applications fees. The fee will depend on whether the claim has been served and therefore whether the application is on notice. If you amend the amount claimed you will need to pay the difference for the court fee payable as set out on page 5.
- **Non-money claims** - the court fee payable is based on where the original claim was made, either in the High Court or County Court. The court fees are set out above.

Costs proceedings

For court fees relating to the issue of costs only or cost assessment proceedings, go to pages 10 and 11.

General fees for civil proceedings

The fees on page 5, for issue of a claim, are payable by the claimant. The hearing fees below are payable by the claimant, unless the case continues on the counterclaim alone, in which case the hearing fees are payable by the defendant.

Hearing fees – fees order 2.1

Small Claim Track where the amount claimed is:

up to £300	£25
between £300.01 and £500	£55
between £500.01 and £1,000	£80
between £1,000.01 and £1,500	£115
between £1,500.01 and £3,000	£170
more than £3,000	£335

Please refer to the court leaflet EX306 – The Small claims track in the civil courts for further information.

Fast track claim	£545
Multi track claim	£1,090

Please refer to the court leaflet EX305 – The Fast Track and the Multi-Track in the civil courts for further information on tracked claims.

- You must pay to the court the hearing fee or file an application for Help with Fees by the date given in the order.
- Failure to pay the fee or make the appropriate application for Help with Fees will result in the claim/counterclaim being struck out with immediate effect without further order and the hearing removed from the list
- If your claim has been struck out, it will no longer exist. You may, if you wish, file an application to have the claim reinstated. However, please note that the application will itself attract a fee and, if the court permits the application to reinstate, that permission will be conditional on payment of the appropriate hearing fee or application for help with fees.
- The hearing will be vacated, a Counterclaim hearing fee is only payable by the defendant (if counterclaim acts alone).
- The hearing fee is non refundable. If parties settle before the hearing fee is due, the hearing fee will not be payable.

General applications – fees order 2.4-2.8

- | | |
|--|------|
| • Application on notice where no other fee is specified. | £255 |
| • Application to set aside a County Court judgment. | £255 |
| • Application by consent or without notice where no other fee is specified. | £100 |
| - applications to vary (amend/change) or extend an injunction for protection from harassment or violence | £50 |
| - applications for a payment out of funds deposited in court | £50 |

On/With notice means notification of the application to the other side, regardless of whether there is a hearing or not.

Without notice means no notification of the application to the other parties, regardless of whether there is a hearing or not.

If an application by consent or without notice/is refused and is ordered on notice the excess balance of the fee should be paid to the court to process the application on notice.

No fee is payable for an application by consent for an adjournment of a hearing if received by the court at least 14 days before the date of the hearing.

- Application to vary (amend/change) a judgment (or order), suspend enforcement or suspend a warrant of possession or stay a High Court Writ. £50
- Application for a summons or order for a witness to attend court. £50
- Application for a certificate of satisfaction/cancellation of a judgment debt. £15

Bulk applications - An application without notice fee is charged for each case to substitute or change a parties name.

The only exception is CCBC cases where bulk applications are automated and therefore only one fee is payable per application with multiple cases.

These applications are not payable in respect of general applications to court under the Companies Act and Insolvency proceedings see page 10.

Appeals – fees order 2.2-2.3

Please refer to the court leaflet EX340 – I want to appeal - what should I do for further information.

On filing an appellant's notice or respondent's notice in the:

- High Court £240
- County Court
 - Small claims track £120
 - All other claims £140

Other fees are payable in appeal proceedings where applications are made. These fees do not apply on appeals against a decision made in detailed cost assessment proceedings (see page 12).

Companies Acts and Insolvency proceedings

Companies Act 1985, Companies Act 2006 and Insolvency Act 1986
(High Court and county court)– fees order 3.1-3.12

Bankruptcy and company winding-up petitions

- Entering a petition to make someone who owes you money bankrupt (creditor's petition). £280
- Entering a winding-up petition (companies only). £280
- Any other petition where no other fee is specified. £280

These are just the court fees. An additional amount, known as the Official Receiver's deposit, is payable at the same time as the court fee. The court processing your application will tell you how much the deposit is.

Note: Some insolvency proceedings are allocated to the multi-track and will attract the multi-track hearing fees set out on page 5. Check with the court to see if your case is affected.

Other applications

- Application under the Companies Acts or the Insolvency Act 1986 other than one brought by petition and where no other fee is specified (not payable when made in existing proceedings) - fees order 3.5 £280
- Application to convert a voluntary arrangement into a bankruptcy or winding up – fees order 3.6 £160
- Application on notice in existing insolvency or Companies Act proceedings where no other fee is specified – fees order 3.12 £95
- Application by consent or without notice in existing insolvency or Companies Act proceedings where no other fee is specified – fees order 3.11 £25
- Request for a certificate of discharge from bankruptcy – fees order 3.4(a) £70

- Request for a copy of a certificate of discharge from bankruptcy – fees order 3.4(b) £10

Bankruptcy searches

- On a general search in the records of the High Court for each 15 minutes or part 15 minutes – fees order 10.3 £11
- On a search in person, including where a court officer searches the bankruptcy and companies records in the County Court – fees order 3.13 £45

Other civil court fees

Copy documents – fees order 4.1-4.2

If you ask the court to make copies of documents, receive or send a fax on your behalf, or provide a copy of a document already provided:

- For between one and ten pages of any document. £10
- For each subsequent page. 50p per page
- For copies of documents provided on computer disk or other electronic form. £10

Costs-only proceedings – fees order 1.8(b)

Where parties have agreed a dispute without issuing a claim or petition, but the issue of costs has not been agreed, either party can issue a claim for costs only proceedings.

- Starting costs-only proceedings. £55

Costs assessment proceedings – fees order 1.8(b)

Where a client is legally represented and there is a dispute over the amount of costs payable to the solicitor, the client can make an application for the costs to be assessed by the court.

- Application for an order under Part 3 of the Solicitors Act 1974 for the assessment of costs. £55

Determination of costs – fees order 5.1

On filing a request for a detailed assessment:

- Where the party who files the request is legally aided or funded by the Legal Aid Agency (LAA). £220

Where the following applications are made, the fee depends on the amount of costs being claimed:

- Filing a request for a detailed assessment where the party filing the request is not legally aided or funded by the LAA; or
- Request for a hearing date for the assessment of costs following an order under Part 3 of the Solicitors Act 1974

where the costs claimed are: – fees order 5.2

up to £15,000	£369
£15,000.01 – £50,000	£743
£50,000.01 – £100,000	£1,106
£100,000.01 – £150,000	£1,480
£150,000.01 – £200,000	£1,848
£200,000.01 – £300,000	£2,772
£300,000.01 – £500,000	£4,620
more than £500,000	£6,160

- Appeal against a decision made in detailed assessment proceedings – fees order 5.4 £231
- Request to issue a default costs certificate – fees order 5.3 £66
- Request or application to set aside a default costs certificate – fees order 5.5 £121

- Application for approval of a costs certificate payable from the Civil Legal Aid Fund (only applicable if the original request for detailed assessment was filed before 1 July 2013) – fees order 2.5(b) £50

Civil Enforcement proceedings

If the court has ordered someone to pay you a sum of money or to return your goods, property or land, and they have not done so, you can issue enforcement proceedings.

Order to obtain information from a debtor

- To issue an application for an order for a debtor or other person to attend court to provide information – fees order 8.3 £55
- To request Bailiff service of an order for a debtor to attend court for questioning – fees order 8A.1 £110

Warrants – fees order 8.1-8.2 and 8.6

- To issue a warrant of control (recovery of a sum of money) via Money Claims Online or County Court Business Centre. £77
- To issue a warrant of control (recovery of a sum of money) in any other case. £110
- To issue a warrant of delivery (for goods). £121
- To issue a warrant of possession (recovery of a property or land). £121
- To request a further attempt to execute a warrant at a new address, except where a warrant has been suspended. £33

Writs (High Court only) – fees order 7.1

- Sealing a writ of control (recovery of a sum of money). £66
- Sealing a writ of delivery (for goods). £66
- Sealing a writ of possession (recovery of a property or land). £66

Where a warrant or writ of delivery or possession also includes a claim for money, there is no additional fee.

Attachment of earnings – fees order 8.7

- Application for an attachment of earnings order (a fee is payable for each defendant against whom the order is requested). £110

On a consolidated attachment of earnings order, a fee of 10p for every £1, or part £1, of money paid into court, is deducted from the money before it is paid out to the creditors.

Please refer to court leaflet *EX323 – Attachment of earnings for further information*.

Enforcing an award in the County Court – fees order 8.9

- Application for the enforcement of an award for a sum of money or other decision made by any court, tribunal, body or person other than the High Court or County Court or, in respect of the enforcement of an award for a sum of money, the First-tier Tribunal, Upper Tribunal, Employment Tribunal or Employment Appeal Tribunal. £44

Enforcing an award in the High Court – fees order 7.5

- Request or application: £66
 - to register a judgment or order; or
 - for permission to enforce an arbitration award; or
 - for a certificate or certified copy of a judgment or order for use abroad.

Charging order – fees order 8.4(b)

Please refer to the court leaflet *EX325 – Third party debt orders and charging orders for further information*.

- Application for a charging order. £110
(A fee is payable for each charging order applied for).

Third party debt order – fees order 8.4(a)

Please refer to the court leaflet *EX325 – Third party debt orders and charging orders for further information*.

- Application for a third party debt order. £110
(A fee is payable for each party against whom the order is requested).

Judgment summons – fees order 8.5

- Application for a judgment summons. £110

Certified Enforcement Agent

Application – fees order 1.5

- Other non-money fee for County Courts £308

For all Civil Magistrates fees please refer to the Magistrates' Courts fees order www.legislation.gov.uk

Family court fees

Not all courts can deal with family cases. You can find the full list of courts, and information about what work they do, online at www.gov.uk/find-court-tribunal or by phoning your local court.

Marriage and civil partnership proceedings

- Filing an application for a divorce, nullity or civil partnership dissolution – fees order 1.2 £550
- Filing an application for judicial separation – fees order 1.3 £365
- Filing an application for a second or subsequent matrimonial or civil partnership order with permission granted – fees order 1.5 £95
- Filing an answer to an application for a matrimonial or civil partnership order – fees order 1.6 £245
- Filing an amended application for a matrimonial or civil partnership order – fees order 1.5 £95
- Filing an application to start proceedings where no other fee is specified – fee order 1.1 £245
- Filing a Declaration as to marital status, parentage, legitimacy or adoptions effected overseas – fees order 1.3 £365

Financial orders

- Application for a financial order, other than by consent – fees order 5.4 £255
- Application by consent for a financial order – fees order 5.1 £50

Applications for injunctions

Family homes and domestic violence applications:

- | | |
|--|----------------|
| • Application for a non-molestation order. | No fee payable |
| • Application for an occupation order. | No fee payable |

Please note only the respondent's first attempt to challenge a non-molestation order is free. Any further attempts require a fee of £95.

Forced Marriage and Female Genital Mutilation Protection Order applications

No fee is payable by an applicant to issue Forced Marriage or Female Genital Mutilation Protection Order proceedings or to apply to amend, vary or extend an order.

- | | |
|--|-----|
| • Respondent's first attempt to challenge the order is free but any further application attracts a fee | £95 |
|--|-----|

Children

The court leaflet '*CB1 - Making an Application – Children and the Family Courts*' provides more information on the types of Children Act applications and who can make them. A selection of the more common applications are set out below:

Applications under the Children Act 1989 – fees order 2.1

- | | |
|--|------|
| • Any new applications under the Children Act 1989 to request permission to issue proceedings or for an order or directions to be made concerning the child(ren) e.g. Child Arrangements Order, Prohibited Steps Order, Specific Issue Order or Special guardianship order - with the exception of applications for care and supervision orders which are issued by Local Authorities. | £215 |
| • An application for an enforcement order under the Children Act 1989 or an order for compensation for financial loss, due to the breakdown of a child arrangement order | £215 |
| • Application to revoke, amend, extend or take action following the breach of an existing Children Act 1989 enforcement order | £95 |

There are only two instances in the family fees order where £245 is payable, Proceedings under the Children Act 1989 is not one of them. They are:

- Fee 1.1 of the family fees order - On filing an application to start proceedings where no other fee is specified. £245
- Fee 1.6 of the family fees order - On filing an answer to an application for a matrimonial or civil partnership order. £245

Applications to issue new proceedings under the Children Act 1989 are defined as any application for an order where there are no proceedings for the child(ren) currently being considered by the court. If proceedings under the Children Act 1989 are already being considered for the child(ren) the application fee for applications within proceedings will be charged. See the section headed 'Applications within proceedings' for further details.

Please note an application for enforcement should be made first with a fee of £215 and only thereafter an application for a breach with a fee of £95 can be made.

Adoption – fees order 3.1-3.3

- On an application for permission, or an order £170

One child or multiple siblings filed together is one fee of £170. If filed separately, and at different times, then a fee is payable of £170 each time.

- Application for a placement order (section 22) £455

One child or multiple siblings filed together is one fee of £455. If filed separately, and at different times, then a fee is payable of £455 each time.

- Revocation of placement fee £170

If you are issuing applications for siblings at the same time only one fee is payable.

Children Act and adoption applications

Where an application is made or permission is sought under two or more provisions of the Children Act 1989, or the Adoption and Children Act 2002, or the Children and Adoption Act 2006, only one fee is payable, and if the fees are different, the highest fee is paid.

Maintenance orders

Please see the family enforcement proceedings (pages 18 and 19) section for details of the fees applicable when applying for an order to enforce an order for the payment of money. If you wish to vary an existing Maintenance Order see the Applications within Proceedings section.

Applications within proceedings

- Application on notice where no other fee is specified – fees order 5.3 £155
- Application by consent or without notice where no other fee is specified, e.g application to vacate or adjourn a hearing – fees order 5.1 £50
- **On/With notice** means notification of the application to the other side, regardless of whether there is a hearing or not.
- **Without notice** means no notification of the application to the other parties, regardless of whether there is a hearing or not.

Appeals

On filing a notice of appeal:

- On filing an appeal notice from a district judge, one or more lay justices (Magistrates), a justices' clerk or an assistant to a justices' clerk, except appeal against decisions under the Children Act 1989 – fees order 6.1 £125

If you are issuing applications for siblings at the same time only one fee is payable.

- Of any provision of the Children Act 1989, except in relation to appeals for breach of or revocation of an enforcement order – fees order 2.3-2.4 £215

Family Request for service – fees order 15.1

- Request for service by a Bailiff for any document. £110
- Request for bailiff service on an application for non-molestation, occupation, forced marriage or female genital mutilation orders made by the applicant or third-party applicant. No fee payable

Other family fees

Copy documents – fees order 8.1-8.2

If you ask the court to make copies of documents, receive or send a fax for you, or provide a copy of a document already provided:

- For between one and ten pages of any document. £10
- For each subsequent page of the same document. 50p per page
- For copies of documents provided on computer disk or other electronic form. £10

Family Determination of costs – fees order 9.1-9.5

On filing a request for a detailed assessment:

- Where the party who files the request is legally aided or funded by the Legal Aid Agency (LAA). £200

Where the following applications are made, the fee payable depends on the amount of costs being claimed:

- Filing a request for a detailed assessment where the party filing the request is not legally aided or funded by the LAA; **or**
- Request for a hearing date for the assessment of costs following an order under Part 3 of the Solicitors Act 1974 where the costs claimed are:

up to £15,000	£335
£15,000.01 – £50,000	£675
£50,000.01 – £100,000	£1,005
£100,000.01 – £150,000	£1,345
£150,000.01 – £200,000	£1,680
£200,000.01 – £300,000	£2,520
£300,000.01 – £500,000	£4,200
more than £500,000	£5,600
- Appeal against a decision made in detailed assessment proceedings. £210
- Request to issue a default costs certificate. £60
- Request or application to set aside a default costs certificate. £110

Family Enforcement proceedings

If the court has ordered someone to pay you a sum of money or to return your goods, property or land, and they have not done so, you can issue enforcement proceedings.

Method of enforcement as the Court may consider appropriate - fees order 5.1

- Application in the family court for an order for such method of enforcement as the court may consider appropriate £50

Order to obtain information from a debtor - fees order 12.1

- To issue an application for an order for a debtor or other person to attend court to provide information. £50
- To request Bailiff service of an order for a debtor to attend court for questioning. £100

Attachment of earnings - fees order 12.5

- Application for an attachment of earnings order (a fee is payable for each defendant against whom the order is requested). £100

Charging order - fees order 12.3

- Application for a charging order. (A fee is payable for each charging order applied for). £100

Judgment summons - fees order 12.4

- Application for a judgment summons. £100

Third party debt order

- Application for a third party debt or garnishee order/Appointment of Receiver. (A fee is payable for each party against whom the order is requested) - fees order 12.2 £100
- Application for enforcement of a judgement or order - fees order 13.1 £100

Warrant of control fees

- Request for enforcement of a warrant at a new address - fees order 13.2 £30
- Issue for a warrant of possession or a warrant of delivery - fees order 13.3 £110
- To issue a warrant of control (recovery of a sum of money) - fees order 13.1 £100

Enforcement in the High Court - fees order 14.1-14.2

- Sealing a writ of control/possession/delivery £60
- Request/application to register a judgment or order £60

Searches - fees order 7.1-7.3

Index of decrees absolute or final orders

On a search of the index for any specified period of ten calendar years or the ten most recent years.

- Search of the national central index of decrees absolute/final orders £65
- Search of the national central index of parental responsibility agreements £45
- Search of any specific family court or District Registry index of decrees absolute/final orders £45

The fee includes a copy of the agreement, if appropriate.

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 www.gov.uk/find-court-tribunal

