



HM Courts &  
Tribunals Service



Ministry  
of Justice

Refund Scheme

## Application for full or partial refund of court fees – Guidance document

### Why are we refunding some fees?

We've reviewed the way we charge fees. We've found some fees have been:

- **Over-charged:** this is where we've charged more than the cost of the service,
- **Mischarged:** this is where we've charged the wrong fee or we should not have charged you at all.

### Which fees are we refunding?

A list of the **over-charged** fees is set out in the table on pages 4 – 8. You can only claim a refund if you paid one or more of the listed fees between the dates set out in the tables below. The amount you'll receive depends on when you paid the court fee. The table sets out the exact amount of the refund that is owed to you based on the year that you paid.

A list of the **mischarged fees** is set out in the table on page 8. You can only claim a refund if your case fits the circumstances described in that table.

### Can I claim a refund?

You can only claim a refund if:

- you paid the fee straight to the court
- someone made a claim against you and you were ordered to pay their fees

## Can I claim a refund if I, or my client, applied under the Help with Fees scheme?

Help with fees is sometimes known as ‘fee remission’.

If you used Help with Fees you can only claim on the amount you paid.

For example: Fee amount £10

Help with Fees £6

You paid £4

You can claim up to £4 depending on the refund due

You cannot claim a refund if you received a **full remission** and did not have to pay any of the fee.

## Will I receive interest on my refund?

Interest on any refunds will be paid at a flat rate of 0.5%. We will work out the interest for you and add it to your refund amount.

## How do I apply for a refund?

You must apply for a refund using the form called ‘Application for full or partial refund of court fees’.

All applications must be submitted using this form, or via the bulk upload template.

If you cannot access the application form please contact the helpdesk on 0300 1233077. You can request a copy of the application form and guidance document to be sent through the post.

You may not be required to fill in all of the form. Please read each section carefully and ensure you answer all of the questions that apply to you. If some of the required fields are left blank it could cause a delay and you might have to send in a new form.

If you are making an application on behalf of someone’s estate, please include your details in section 1.1 and 1.2 the details of the deceased in section 1.4

If you paid more than one fee within one claim: list all the fees that you can claim a refund for in section 2.7.

If you are completing the form by hand, please use BLOCK CAPITAL LETTERS.

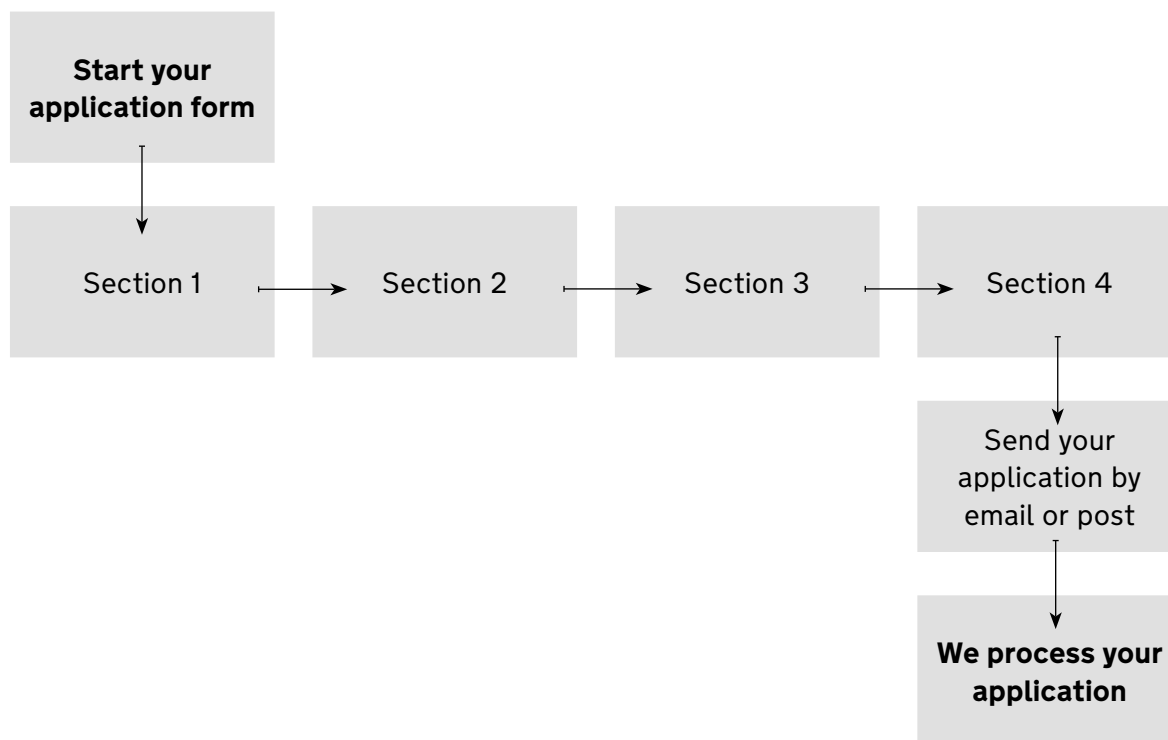
Applications can be sent by post or email. Please see page 11 on the application form for details of how to send your application.

## Can I apply for a refund on a number of cases at the same time?

Yes, you can use the bulk upload template to apply for a refund on up to 25 cases. Please ensure you complete all the required fields on the bulk upload template.

**NOTE:** the total size of an e-mail, including any attachments, must not exceed 10 megabytes.

This infographic shows the stages which must be followed to submit your application:



## How long will it take to process my application?

We will try to process your application in 20 working days from the day we receive your form. We'll contact you if there's something wrong with your application or if we need further information from you.

## When you receive payment

Your payment will be issued via BACS, as a cheque or to your chosen Fee Account/PBA account, as per the information you have provided on your application form.

The payment notification will be sent as a 'do not reply' email from our provider Liberata. The subject of the email will show as will show as: 'auto.reporting@liberata.com'. Please save this email address as a 'safe sender' to make sure the email arrives in your inbox. If you have not received an email we suggest that you check your junk folder.

The email will contain a PDF document with a HM Courts and Tribunals Service (HMCTS) header attached to the email.

## You can apply for refunds for the following fees:

### Overcharged fees

This table shows the list of over-charged fees and the maximum refund amount you can claim (not including interest). The exact amount you will receive will depend on if you received any help with your fees - a fee remission. In some instances the table indicates no refund will be due for a particular year. This is because the cost of service did not exceed the fee in that year so no refund is due

Misquoted Fee code	Correct Fee Code	Fee description	Date you paid the fee				
			22 Apr 2014 to 31 Mar 2015	1 Apr 2015 to 31 Mar 2016	1 Apr 2016 to 31 Mar 2017	1 Apr 2017 to 31 Mar 2018	1 Apr 2018 to 25 July 2018
			<b>Maximum refund amount</b>				

### Magistrates' Courts Fees

FEE0364	FEE0357	On an application which requires a justice of the peace to perform a function away from the court premises	£29	£20		£23	£24
FEE0363	FEE0536	On an application to state a case for the opinion of the High Court under section 111(1) of the Magistrates Court Act 1980	£380	£357	£360	£380	£378
FEE0361	FEE0535	On commencing an appeal under the Licensing Act 2003	£354	£341	£342	£350	£350

Misquoted Fee code	Correct Fee Code	Fee description	Date you paid the fee				Maximum refund amount
			22 Apr 2014 to 31 Mar 2015	1 Apr 2015 to 31 Mar 2016	1 Apr 2016 to 31 Mar 2017	1 Apr 2017 to 31 Mar 2018	

### Magistrates' Courts Fees

FEE0360	FEE0534	On commencing an appeal (other than under the Licensing Act 2003 or a deduction from earnings order under the Child Support Act 1991)	£149	£136	£137	£145	£145
FEE0357	FEE0533	On a request for a certified copy of a memorandum of conviction	£43	£34		£37	£39
FEE0356	FEE0532	On a request for a certificate or certified document	£44	£35		£38	£38
FEE0343	FEE0530	On an application for a warrant for commitment made in proceedings under the Child Support Act 1991	£209	£197	£198	£203	£204

### Insolvency Proceedings Fees

FEE0471	FEE0538	Application by consent or without notice within insolvency proceedings	£23	£28	£25	£25	£16
FEE0472	FEE0539	Application with notice within insolvency proceedings	£46	£70	£59	£63	£57

Misquoted Fee code	Correct Fee Code	Fee description	Date you paid the fee				
			22 Apr 2014 to 31 Mar 2015	1 Apr 2015 to 31 Mar 2016	1 Apr 2016 to 31 Mar 2017	1 Apr 2017 to 31 Mar 2018	1 Apr 2018 to 25 July 2018
			Maximum refund amount				

**Civil Proceedings  
Fees**

FEE0300	FEE0528	Appointment and daily hearing fee of a judge of the Commercial Court appointed as an arbitrator under section 93 of the Arbitration Act 1996	£97	£518	£180	£1,963	£180
FEE0301	FEE0529	Appointment and daily hearing fee of a judge of the Technology and Construction Court appointed as an arbitrator under section 93 of the Arbitration Act 1996	No refund	£555	£656	No refund	£655

Misquoted Fee code	Correct Fee Code	Fee description	Date you paid the fee				
			22 Apr 2014 to 31 Mar 2015	1 Apr 2015 to 31 Mar 2016	1 Apr 2016 to 31 Mar 2017	1 Apr 2017 to 31 Mar 2018	1 Apr 2018 to 31 Mar 2019
			<b>Maximum refund amount</b>				

### Civil Proceedings Fees

FEE0487	FEE0541	On the filing of a request for a detailed assessment of costs incurred in the Court of Protection where the amount assessed does not exceed £3,000 (short form bill of costs)	£39	£41	£42	£28	£31
FEE0488	FEE0541	On the filing of a request for a detailed assessment of costs incurred in the Court of Protection in all other cases	£149	£151	£152	£138	£141

Misquoted Fee code	Correct Fee Code	Fee description	Date you paid the fee				
			22 Apr 2014 to 31 Mar 2015	1 Apr 2015 to 31 Mar 2016	1 Apr 2016 to 31 Mar 2017	1 Apr 2017 to 31 Mar 2018	1 Apr 2018 to 25 July 2018
			<b>Maximum refund amount</b>				

### Court of Protection Fees

FEE0253	FEE0525	Application	No refund	£22	£14	£35	No refund
FEE0524	FEE0239	Appeal	No refund	£2	£82	£169	£56
n/a	FEE0302	Hearing	No refund			£11	No refund

## Mischarged fees

You can apply for a refund if you paid one of the below fees prior to 30 September 2021.

The table below lists the mischarged fees where you can apply for a refund and includes:

- the circumstances where you can apply for a refund
- the maximum refund amount possibly due (not including interest)

The exact amount you'll receive depends on if you received any help with your fees - a fee remission

Misquoted Fee code	Correct Fee Code	Circumstance	Maximum refund amount
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### Magistrates' Courts Fees

FEE0533	FEE0422	<p>You paid a fee of £60 for a certified copy of a memorandum of conviction. You should have paid a fee of £10 if you only requested an office (i.e. ordinary, non-certified) copy.</p> <p>The £60 fee was correctly charged (and you will not be entitled to a refund) if you requested a certified copy of a memorandum of conviction.</p>	£50
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### Civil Proceedings Fees

FEE0450	FEE0465	You paid a fee of £308 for an application to court for restoration of a company to the register (under section 1029 of the Companies Act 2006). You should have paid a fee of £280.	£28
FEE0414 and FEE0415	FEE0474	<p>Between <b>1st August 2016 and 23rd February 2020</b>, you ordered an <b>electronic copy</b> of a document over 10 pages long from CE-file (i.e. a pdf). You wrongly paid a fee of £10 plus 50p for each page after the first ten (the fee for hard copies of documents). You should have paid a fee of £10 irrespective of the length of the document (the fee for electronic copies of documents).</p> <p>No refund will be given if you ordered a hard copy of a document through CE-file.</p>	The difference between the amount you paid and £10.

### Court of Protection Fees

FEECODE n/a	zero	<p>You paid a hearing fee of £500 for a hearing which did not fully dispose of the case or appeal.</p> <p>For instance a hearing to consider an interlocutory application where no final order, declaration or decision was made in respect of the case or appeal. You should have paid no fee.</p>	£500
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