

Apply for help with fees

Reference (office use only)

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

1. Your personal details

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.

Title

First and middle names

EX160 Apply for help with fees (04.22)

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Last name

Date of birth

National Insurance number

Home Office reference no. (if applicable)

2. What is your status?

Your status – if your case is against your partner, such as a divorce, dissolution or domestic violence tick

single, unless you are living with a new partner.

See the 'how to apply for help with fees EX160A' guide for more details.

Single

Married or living with someone and sharing an income

3. About your application

Form number – eg ‘N1’ or ‘D8’

Enter the form number related to this application

If no number, briefly describe e.g. Small claim hearing fee

4. Do you have a case, claim, appeal or ‘notice to pay’ number?

Case, claim or ‘notice to pay’ number – Find this number on letters from the court or tribunal.

No

Yes

If Yes, the case, claim, appeal or 'notice to pay' number is

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

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

No

Yes, the name of the deceased is

Date of death

6. Have you already paid the fee?

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.

No

Yes, the fee was paid on

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

(including your partner if you have one)

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 the 'how to apply for help with fees EX160A' guide for more details.

Less than £3,000 → **go to question 9**

More than £3,000 → **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

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

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.

- Income-based Jobseeker's Allowance (JSA) - not contribution-based JSA
- Income-related Employment and Support Allowance (ESA) - 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

No → go to question 10

Yes → go to question 12

10. Do you or your partner have any children living with you?

(A child is a person under 16 years old and up to 19 years old in full-time education).

No

Yes, children

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

No

Yes, children

If you answer 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 was last month's 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 the full list in the 'how to apply for help with fees EX160A' guide.

	Last month's income	Your partner's last month's income
Wages (before tax and National Insurance deductions)	£	£
Child benefit	£	£
Working Tax Credit	£	£
Child Tax Credit	£	£
Maintenance payments	£	£
Contribution-based Jobseekers Allowance (JSA)	£	£
Contribution-based Employment and Support Allowance (ESA)	£	£
Universal Credit (and you are	£	£

earning more than £6,000 a year)		
Pensions (state, work and private)	£	£
Rent from anyone living with you	£	£
Rent from other properties you own	£	£
Other income:	£	£
Total monthly income	£	£

**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 current 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