

Civil Appeals Office Fees from 18 April 2016

The following fees are currently payable for cases filed under Part 52 of the Civil Procedure Rules

Item	Fee £	Document to be stamped with the fee
1(a) Where in an appeal notice permission to appeal or an extension of time for appealing is applied for (or both are applied for) – <ul style="list-style-type: none"> • on filing an appellant’s notice, or • where the respondent is appealing, on filing a respondent’s notice 	528.00	The notice
1(b) Where permission to appeal is not required or as been granted by the lower court – <ul style="list-style-type: none"> • on filing an appellant’s notice, or • on filing a respondent’s notice where the respondent is appealing 	1,199.00	The notice
1(c) On the appellant filing an appeal questionnaire (unless the appellant has paid fee 1(b), or on the respondent filing an appeal questionnaire (unless the respondent has paid fee 1(b))	1,199.00	The appeal questionnaire
2 On filing a respondent’s notice where the respondent wishes to ask the appeal court to uphold the order of the lower court for reasons different from or additional to those given by the lower court	528.00	The notice
3 On filing an application notice. (This fee shall not be payable for an application made in an appeal notice)	528.00	The notice

If you file your documents by post you must send them with the fee to the Civil Appeals Office at the address at the foot of this form. They must be **received** by the Civil Appeals Office before expiry of any relevant time limit. The fee **must** be in the form of crossed cheque or Postal Order(s) which must be endorsed with your name and address and the title of the case on the back. You are advised not to send cash by post.

If you come personally to the Royal Courts of Justice to file your documents, the fee **must** be paid in the Fees Room, Room E01, Ground Floor, East Block, Royal Courts of Justice **before** you file your documents in the Civil Appeals Office. Fees can be paid in cash, by bankers' draft, cheque or Postal Order(s). Post dated cheques will not be accepted.

Postal Orders, drafts and/or cheques, as appropriate above, must be made payable to **"HMCTS"** and be crossed **"Account Payee"**.

If you pay your fee in Room E01 the cashier will 'stamp' your document with the amount you have paid. You must then take or send it to the Civil Appeals Office, to complete the process of filing your appeal or application. The Civil Appeals Office closes at 4.30pm so you should allow time to pay the fee at room, E01, and walk to the Civil Appeals Office on the 3rd floor before it closes, as customers cannot be seen after 4.30pm.

If you can demonstrate severe financial hardship, you may be entitled to remission of the court fees. If you believe that you may be entitled to remission of the court fees please download form EX160A from the website or contact the appeal court office and you will be sent an application form.