

## **Application Notice (Form N244) – Notes for Guidance**

Court Staff cannot give legal advice. You may qualify for legal aid. Visit [www.gov.uk/legal-aid](http://www.gov.uk/legal-aid). Alternately you can contact your local Citizens Advice Bureau. Details of your local offices and contact numbers are available via their website [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

### **Paying the court fee**

A court fee is payable depending on the type of application you are making. For example:

- To apply for judgment to be set aside
- To apply to vary a judgment or suspend enforcement
- To apply for a summons or order for a witness to attend
- To apply by consent, or without service of the application notice, for a judgment or order.

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

### **What if I cannot afford the fee?**

If you show that a payment of a court fee would involve undue hardship to you, you may be eligible for a fee remission.

For further information, or to apply for a fee remission, ask court staff for a copy of the combined booklet and form EX160A - Court and Tribunal fees - Do I have to pay them? This is also available from any county court

office, or a copy of the leaflet can be downloaded from our website <http://hmctsformfinder.justice.gov.uk>

## **Completing the form**

### **Question 3**

Set out what order you are applying for and why; e.g. to adjourn the hearing because..., to set aside a judgment against me because... etc.

### **Question 5**

Most applications will require a hearing and you will be expected to attend. The court will allocate a hearing date and time for the application. Please indicate in a covering letter any dates that you are unavailable within the next six weeks.

The court will only deal with the application 'without a hearing' in the following circumstances.

- Where all the parties agree to the terms of the order being asked for;
- Where all the parties agree that the court should deal with the application without a hearing, or
- Where the court does not consider that a hearing would be appropriate.

Telephone hearings are only available in applications where at least one of the parties involved in the case is legally represented. Not all applications will be suitable for a telephone hearing and the court may refuse your request.

## Question 6

If you do not know how long the hearing will take do not guess but leave these boxes blank.

## Question 7

If your case has already been allocated a hearing date or trial period please insert details of those dates in the box.

## Question 8

If your case is being heard in the High Court or a District Registry please indicate whether it is to be dealt with by a Master, District Judge or Judge.

## Question 9

Please indicate in the box provided who you want the court to send a copy of the application to, and their address for service.

## Question 10

In this section please set out the information you want the court to take account of in support of the application you are making.

If you wish to rely on:

- **a witness statement**, tick the first box and attach the statement to the application notice.
- **a statement of case**, tick the second box if you intend to rely on your particulars of claim or defence in support of your application.
- **written evidence on this form**, tick the third box and enter details in the space provided. You must also

complete the statement of truth. Proceedings for contempt of court may be brought against a person who signs a statement of truth without an honest belief in its truth.

### **Question 11**

The application must be signed and include your current address and contact details. If you agree that the court and the other parties may communicate with you by Document Exchange, telephone, facsimile or email, complete the details

### **Before returning your form to the court**

Have you:

- signed the form on page 2,
- enclosed the correct fee or an application for fee remission,
- made sufficient copies of your application and supporting documentation. You will need to submit one copy for each party to be served and one copy for the court.