

# 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](https://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 (04.20)

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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**.

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

**Probate** – These cases are usually about the property

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

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 page 6 of the guide.

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)

£
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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
- Scottish Civil Legal Aid (not Advice and Assistance or Advice by Way of Representation)

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 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.

	<b>Your monthly income</b>	<b>Your partner's monthly income</b>
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:	£	£
<b>Total monthly income</b>	£	£

**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 further evidence 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](https://www.gov.uk/find-court-tribunal)