



This form can be used to apply for a refund of a Court fee where if it was overcharged or mischarged. Refunds can only be made for fees which qualify.

Information about which fees qualify can be found on the document **'Application for a full or partial refund of Court fees – Guidance Document'**. You should read this document before applying for a refund.

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

## Section 1 – Personal data – Your name and contact details

### 1.1 Your current name

Title (if an individual)

First name(s) (if an individual)

Last name (if an individual)

Date of birth (if an individual)

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Organisation name (if an organisation)

Contact name (if an organisation)

## 1.2 Current contact details

Building and street

Second line of address

Town or city

County (optional)

Postcode

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Phone no.

Email (if you have one)

**Note:** We will use your email address to confirm we've paid your refund and to speak to you if we need to.

Company or charity number (if applicable)

**1.3** Have your name, contact or business changed since you paid the fee to HMCTS?

- Yes, my name, contact and business details at the time of the claim are below
- No – **go to question 1.4**

Your contact details at the time of the claim

Name or organisation name

Building and street

Second line of address

Town or city

County (optional)

Postcode

You must also attached a photocopy of **one** of the documents listed below.

Please tick which document you have attached.

- a bank statement
- utility bill
- passport
- driving license
- marriage certificate
- Decree Absolute (if you have changed back to your maiden name)
- Death Certificate
- Deed Poll notification

**Note:** This helps us to confirm you are the correct person and can claim a refund. We'll need you to have proof of your name and address at the time the fee was paid.

If you are an organisation and your company name has changed since you paid the fee to HMCTS, **you must attach a photocopy** of the document listed below.

Please tick to confirm you have attached the required document.

Change of Name certificate from Companies House

**1.4** Are you making this application on behalf of someone's estate?

Yes, their details are below

No – **go to Section 2**

If so, please provide a copy of their death certificate, along with a grant of probate if you have a copy of their will, or letters of administration if you do not.

Their contact details at the time of the claim

Name

Building and street

Second line of address

Town or city

County (optional)

Postcode

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## Section 2 – Case details

If you paid fees for more than one claim, please fill in separate refund forms for each claim.

### 2.1 Do you know your case reference number?

- Yes – my case reference number is  
(for example CL-2019-000003 or 2015 folio 2019)

- No

### 2.2 What was the name of the court you applied to? (If known)

For example, County Court Money Claims Centre (CCMCC)

### 2.3 Name or names of any other party in the proceedings (If any)

### 2.4 Did you represent the claimant in the underlying court claim?

For example, as a legal representative, insurer, deputy, litigation friend, administrator or executor.

- Yes – **give your client/Insure/Litigation Friend details below**
- No – **go to question 2.6**

Name

Building and street

Second line of address

Town or city

County (optional)

Postcode

**2.5** Why did you apply on their behalf?  
(i.e. is the Claimant your client, insured, a child etc.)

**2.6** If you are applying as an individual, did someone represent you when you made the claim?

**Note:** Provide the details of the organisation that paid the fee on your behalf.

Yes – **give their details below**

No – **go to question 2.7**

Name

Building and street

Second line of address

Town or city

County (optional)

Postcode

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**2.7** Are you applying for more than one fee in the same case?

What fee did you pay?	When did you pay the fee?	How much did you pay?	How did you pay?	If you used help with fees what date did you apply?
Enter 'Misquoted' and 'Correct' fee code from the tables on pages 3 – 6 in the guidance document	dd/mm/yyyy	£	Cheque, debit/credit card, fee account, cash, don't remember	dd/mm/yyyy

**2.8** Do you have a 'Payment or Help with Fees' reference number?

Yes, my 'Payment or Help with Fees' reference number is

No

**2.9 Additional information** – Please tell us any other information about your claim that will help us find your case details.

Maximum 2000 characters

**Note:** Please make sure you provide us with the correct details. If you don't, this might mean there's a delay to your payment.

For any other questions about payment methods please contact the helpdesk 0300 1233077.



## Section 3 – Repayment details – your bank details

We cannot pay any monies into a non-UK bank account or refund you in cash. Please make sure you provide us with the correct details. If you don't, this might delay your payment.

### 3.1 Do you have a UK bank account?

Yes, **go to question 3.2**

No, **please read the guidance notes on how we can pay you**

**Note:** If you do not have a UK bank account due to active insolvency/ bankruptcy proceedings, or any other reason, please let us know. Please see page 10 of this document on how to contact us.

### 3.2 Account name (exactly as it appears on your bank statement)

The name given here must match the name given at 1.1 or your application will be rejected.

### 3.3 Bank/Building Society Name

### 3.4 Account number

### 3.5 Sort Code (For example 01-02-03, write 010203)

### 3.6 If you wish to be paid by either Payment By Account (PBA) or Fee Account, please provide the reference number for the account you wish the refund to be made to:

HMCTS will send your refund to a UK bank account owned by the person/company making the application. This will be done through Bankers Automated Clearers Services (BACS) – an electronic system to make payments directly from one bank account to another. This means we will pay the money directly into the UK bank account you ask us to.

If you want us to make a payment to a third party on your behalf, you will need to send a letter detailing the name and the UK bank account details of the person you want the refund to be paid to.

We will also need you to explain why you want the refund to be paid to a third party. You will need to send a letter from the named third party. They will need to confirm they're aware of and agree to the refund being paid to their UK bank account. We will require you to advise us at the time of submitting your application.

## Section 4 – Declaration

### You must complete the declaration and then sign and date

#### Declaration:

- I am making my own application.
- I am making an application on behalf of someone else with their knowledge and consent.

I confirm:

I made the payments in this application, or my representative made them on my behalf and I reimbursed them; and

I have not received a payment from the other party to reimburse me the fee(s)

If the other party reimburses me the fee(s) after I have received a refund from HMCTS, I will repay the refund to HMCTS

If I am found to have been deliberately untruthful or dishonest, criminal proceedings can be brought against me and HMCTS will seek to recover funds paid.

I understand if I have given false information or I do not send more evidence if asked, my application could be rejected.

Signature

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Print name

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Date

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**Note:** If you do not sign the declaration, your application will be rejected and returned to you.

If it is found that claims for refunds are deliberately untruthful or dishonest criminal proceedings could be made against you. HMCTS would claim any funds paid to you.

#### When you get your refund

The payment notification will be sent as a 'do not reply' email from our provider Liberata. It 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 the email does not arrive in your inbox please check your junk folder.

You will find a PDF document with a HMCTS (Her Majesty's Courts and Tribunals Service) header will be attached to the email.

## When you have completed this form send it to:

### Email

Civil\_Refunds@justice.gov.uk

or

### Post

HMCTS  
PO Box 8793  
Leicester  
LE1 8BN

## Helpdesk

You can contact the helpdesk using email and post or on:

0300 1233077

### Using your personal information:

Personal information you send to us might be used in different ways. For example:

- to stop fraud
- to check you can claim a refund

HMCTS will check some of the information you have sent as part of this application. We will use a credit reference agency. This check will appear in your credit history. Lenders will not see it. It will not affect your credit rating.

### General Data Protection Regulation

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address  
<https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>.

To receive a paper copy of this privacy notice,

call 0300 123 1024

Textphone 18001 0300 123 1024.

If calling from Scotland,

call 0300 790 6234

Textphone 18001 0300 790 6234.