



## **Important:**

If you're applying for help with court and tribunal fees and you're currently receiving qualifying benefits, you must send evidence alongside your completed application. This is because of a temporary technical problem we are experiencing.

This includes a full breakdown letter from the Department for Work and Pensions (DWP), which should detail your assessment date and confirm the benefit you receive.

Any documents submitted must clearly identify both you and your partner (if applicable), with evidence that you share the same address. You can send this information along with your Help with Fees reference number to the court or tribunal office via post or email (copies, scans or mobile screenshots). You can request proof of your benefits through the DWP, which may include a letter of entitlement, a proof of benefit letter, or other official documentation.



EX160

## Apply for help with fees

If you have little or no savings and are on certain benefits or have a low income, you may not have to pay a court or tribunal fee, or you may get some money off.

[www.gov.uk/get-help-with-court-fees](https://www.gov.uk/get-help-with-court-fees)

### What you will need

Before you continue, make sure you have:

- your National Insurance number (NI) or
- your Home Office reference number – you may have a Home Office reference number if you are subject to immigration control
- the court or tribunal form number
- your case number, claim number or notice to pay – if you have one

You'll also need details of your:

- income, including wages
- savings and investments
- partner's income, savings and investments - If you have a partner, you will need their NI, date of birth and details of their income, savings and investments

**The information you provide needs to be accurate as it will act as evidence for your application and will allow us to check the information with other government departments. We'll contact you if we need to see proof of this information.**

**A legal representative or litigation friend can apply on your behalf. They must complete the application with your details.**

Guidance on how to apply for help with fees (EX160A) can be found online at

<https://www.gov.uk/government/publications/apply-for-help-with-court-and-tribunal-fees>

1. Your personal details (the applicant)

First and middle names

Last name

Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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Email address (optional)

Date of birth

Day	Month	Year

National Insurance number

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Home Office reference no. (if applicable)

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I'm unable to provide a National Insurance or Home Office reference number because:

**National Insurance**

**number:** If the applicant is under 16 they may not have a number.

**Home Office:** You may have a Home Office reference number and not a National Insurance number.

**2. What is your relationship status?**

- ☐ Single. **Go to question 4**
- ☐ Married or living with someone. **Go to question 3**

**3. Your partner's details**

First and middle names

Last name

Date of birth

Day	Month	Year

National Insurance number

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**4. Have you already paid the court or tribunal fee?**

- ☐ No
- ☐ Yes, the fee was paid on
- | Day | Month | Year |
|-----|-------|------|
|     |       |      |

**Select 'Single' if:**

You are living alone and relying on your own income with or without dependent children, **or**

you are permanently separated and may be in the process of applying for a divorce, dissolution or annulment and you are not living with a new partner, **or** you have a partner, but they have a conflicting interest in the case you are bringing

**Select 'Married or living with someone' if:**

You are married or in a civil partnership **or**

you are living together as if you are married or in a civil partnership or you have to live apart. See guidance notes EX160A <https://www.gov.uk/government/publications/apply-for-help-with-court-and-tribunal-fees>

**Partner's details:** We may use the personal information of you and your partner (if you have one) to contact other government departments to validate the information you've provided. This will reduce the likelihood of you having to provide further evidence before a decision can be made.

**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 8 to 13 about your circumstances at the time you paid the fee.

5. What is the form number of your court or tribunal form?

Form number

Name of form

**Form number:** You will find the form number at the bottom of the first page of a paper form.

If you do not have a form, describe the fee you are applying for help with.

6. Do you have a case, claim, appeal or 'notice to pay' number?

☐ No

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

**Case, claim, appeal or 'notice to pay' number:**  
Find this number on letters from the court or tribunal.

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

☐ No

☐ Yes, the name of the person who has died is

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

Date of death

Day

Month

Year

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8. How much do you and your partner, if you have one, have in savings and investments?

☐ Less than £4,250. **Go to question 10**

☐ Between £4,250 and £15,999. **Go to question 9**

☐ £16,000 or more. **Go to question 10**

**Savings:** Include all savings and investments, such as ISAs or value of second homes you own.

If you have £16,000 or more then you won't be able to get help with your fees. See guidance notes EX160A <https://www.gov.uk/government/publications/apply-for-help-with-court-and-tribunal-fees>

9. Are you or your partner, if you have one, 66 or over?

☐ No. How much do you and your partner, if you have one, have in savings and investments?

£

☐ Yes

**10.** Do you receive any of the benefits listed below?

- Income-based Jobseeker's Allowance – not contribution-based JSA
- Income-related Employment and Support Allowance – 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

☐ Yes. **Go to question 14**

**11.** Do you or your partner, if you have one, have any children that live with you or you are supporting financially?

☐ No

☐ Yes. Tell us how many children you have in each age range.

0–13 years

14 years and older

**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.

**Children:** A child is a person under 16 years old and up to 19 if in full time education and living with you, or any child receiving regular financial support through a maintenance agreement.

If you answered Yes to question 11, please ensure any Child Benefit, Child Tax Credit or income maintenance agreements for them are included in question 12 and question 13.

- 12.** Tick all the types of income you and your partner, if you have one, have received in the last calendar month.

If your income last month is not representative of what you usually get, you can provide an average income for the last 3 months, if this is lower. If so, tick all income types for that period.

My income	Partner's income	
<input type="checkbox"/>	<input type="checkbox"/>	Wages
<input type="checkbox"/>	<input type="checkbox"/>	Net profits from self employment
<input type="checkbox"/>	<input type="checkbox"/>	Child benefit
<input type="checkbox"/>	<input type="checkbox"/>	Working Tax Credit
<input type="checkbox"/>	<input type="checkbox"/>	Child Tax Credit
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance payments
<input type="checkbox"/>	<input type="checkbox"/>	Contribution-based Jobseekers Allowance (JSA)
<input type="checkbox"/>	<input type="checkbox"/>	Contribution-based Employment and Support Allowance (ESA)
<input type="checkbox"/>	<input type="checkbox"/>	Universal Credit
<input type="checkbox"/>	<input type="checkbox"/>	Pensions (state, work, private and Pensions Credit (savings credit))
<input type="checkbox"/>	<input type="checkbox"/>	Rent from anyone living with you
<input type="checkbox"/>	<input type="checkbox"/>	Rent from other properties you own
<input type="checkbox"/>	<input type="checkbox"/>	Cash gifts – include all one off payments
<input type="checkbox"/>	<input type="checkbox"/>	Financial support from others – include all one off payments
<input type="checkbox"/>	<input type="checkbox"/>	Loans
<input type="checkbox"/>	<input type="checkbox"/>	Other income – For example, income from online selling, or from dividend or interest payments.
<input type="checkbox"/>	<input type="checkbox"/>	None of the above

**Note 12:** some benefits **should not be included as income**, such as Carer's Allowance, PIP, Housing Benefit and aspects of working and child tax credit. See guidance notes EX160A <https://www.gov.uk/government/publications/apply-for-help-with-court-and-tribunal-fees>

- 13.** What was last calendar month's income for you and your partner, if you have one?

If your income last month is not representative of what you usually get, you can provide an average income for the last 3 months, if this is lower.

£

The above figure is

- ☐ last calendar month's income, or a  
☐ 3 month average

**Note 13:** If your income includes wages, tell us the amount before National Insurance and tax are taken off.

## 14. Declaration and statement of truth

☐ I am the **applicant or litigation friend** completing this form.

I believe that my/the applicant's current financial circumstances mean that I/the applicant 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/this application may be rejected and the full fee will be payable.

☐ I am the **legal representative** completing this form.

The applicant believes that their current financial circumstances mean that they may be entitled to help with fees. The applicant declares that the information they have given on this form is correct and complete. The applicant understands that if they have given false information, criminal or civil proceedings may be brought against them. The applicant understands that if they have given false information or they do not provide evidence of the information given in this form if requested, this application may be rejected and the full fee will be payable.

### Signature

☐ Applicant

☐ Litigation friend. **Go to question 15**

☐ Legal representative. **Go to question 15**

### Date

Day	Month	Year



## 15. Details of litigation friend or legal representative

First name

Last name

Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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Email address (optional)

If applicable, name of firm and position held

Name of firm

Position held

## What to do next

**Return your completed form** with your court or tribunal form to the court or tribunal handling your case or claim.

Your Help with Fees application may be rejected if it is received later than 28 days from the date it is signed.

You can return your completed form by post or email.

Find contact details for all courts and tribunals at: [gov.uk/find-court-tribunal](https://gov.uk/find-court-tribunal)

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you.

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, please call 0300 123 1024 Textphone 18001 0300 123 1024.

If calling from Scotland, please call 0300 790 6234 Textphone 18001 0300 790 6234.