



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

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

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

National Insurance number

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

Home Office reference no. (if applicable)

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

2. What is your relationship status?

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>

Single. **Go to question 4**

Married or living with someone. **Go to question 3**

3. Your partner's details

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.

First and middle names

Last name

Date of birth

Day Month Year

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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

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

Form number

Name of 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?

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

No

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

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

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

No

Yes, the name of the person who has died is

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?

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>

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**

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?

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.

- 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?
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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.

No

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

0–13 years

14 years and older

- 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.

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>

My income	Partner's income
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Wages

Net profits from self employment

Child benefit

Working Tax Credit

Child Tax Credit

Maintenance payments

Contribution-based Jobseekers Allowance (JSA)

My Partner's
income income

Contribution-based Employment
and Support Allowance (ESA)

Universal Credit

Pensions (state, work, private
and Pensions Credit (savings
credit))

Rent from anyone living with you

Rent from other properties you
own

Cash gifts – include all one off
payments

Financial support from others –
include all one off payments

Loans

Other income – For example,
income from online selling,
or from dividend or interest
payments.

None of the above

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.

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

£

The above figure is

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

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

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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://www.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.
