

FOR OFFICIAL USE ONLY

Court Office	Evidence for automatic exemption	YES	NO
Reference Number	Remission granted	YES	NO
Signed	Court Fee	£	
	Amount exempted or remitted	£	
Date	Amount to pay (or 'Nil')	£	

About the case

Before completing this form please read the leaflet "Do I have to pay fees?"

1a Name of Claimant(s) or Petitioner(s)

Please use BLOCK LETTERS

1b Name of Defendant(s) or Respondent(s)

Please use BLOCK LETTERS

1c The case number or claim number

(if you know it)

1d The title or number of the form that you would like the court to issue

Please give details of one form only

1e Are you applying retrospectively for exemption/remission of a court fee in this case and are now seeking a refund

No Yes

The date when you paid the fee

About you

2a Surname or family name

Please use BLOCK LETTERS

2b Other names

Please use BLOCK LETTERS

2c Title Mr Mrs Miss Ms

Mr Mrs Miss Ms

2d Address

Please include the Post Code

2e National Insurance Number/s & Date of Birth

DOB

2f Relationship status Married Single Civil partnership

Married Single Civil Partnership

Other - Please specify

2g Are you receiving:

Income support,
State Pension Credit Guarantee Credit
Income-based Jobseeker's Allowance,
Income-related Employment &
Support Allowance or Universal Credit

No Yes

2h Are you receiving:

Working Tax Credit and have a gross
annual income of less than £16,017
and either:-

a) child tax credit is paid to you or a
claim has been made jointly by you
and your partner **or**

b) the working tax credit has a 'disability
element' or a 'severe disability element'
IF THE ANSWER TO 2h IS YES,
PLEASE PROVIDE US WITH YOUR
HMRC AWARD NOTICE

No Yes

2i In this case, are you receiving legal
aid or funding from an Insurance
Company, Trade Union or other source

No Yes

If you have answered 'YES' to 2g or 2h and 'NO' to 2i, go to Part 6. Otherwise continue

YOUR MONTHLY INCOME

3. Give the amount you receive each
month for each type of income.

If you do not have one of the types of
income shown, put 'NIL'. If you have
weekly income, multiply it by 52 and
divide by 12.

Your usual monthly take home pay

Your partners usual monthly take home pay

Pensions (monthly) - 1) State
2) Other

PLEASE PROVIDE EVIDENCE SUCH
AS A PAY SLIP, BANK STATEMENT
OR PENSION BOOK

Other income
Please state

TOTAL MONTHLY INCOME

YOUR MONTHLY EXPENDITURE

4. Give the amount you pay each
month for each type of expense.

If you do not have one of the types of
expense shown, put 'NIL'. If you have
payments that you make each week,
multiply them by 52 and divide by 12.
Add up the amounts and put the sum
in the 'Total expenses each month'
box.

PLEASE PROVIDE EVIDENCE SUCH
AS A MORTGAGE, RENT OR RATES
STATEMENT OR COURT NOTICE
REGARDING SPECIAL PAYMENTS

Rates, Rent or Mortgage

Special Payments:

Child Maintenance

Court Fines

TOTAL MONTHLY EXPENSES

5. Please provide details of children
in your household

a) Number of children from 16th to 19th birthday

How many of the children in a) are still in full time education

b) Children up to the age of 16

6 DECLARATION

I declare that the information that I have given is true to the best of my knowledge and belief.
I apply for: - (Please tick box 1 or 2) of a court fee.

Exemption Remission

Signed

I understand that:

- I will be asked to provide documents as evidence to support my statements.
- my application will not be processed if I do not provide the evidence.
- my application will be refused if I have not disclosed any relevant facts in this form.

Date