

Application for a fee exemption or remission (EX160)

For the court's use only

In the	Royal Courts of Justice County Court	
Reference Number		
Signed		Span
Date		

RCJ only: Solicitor's letter supporting questions 2h and 2i must be lodged with the issuing office by		
Evidence for automatic exemption?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Remission granted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Court fee	£	
Amount exempted or remitted	£	
Amount to pay (or 'Nil')	£	

1 About the case

Before you fill in this form please see 'when you fill in form EX160' on page 5 of the booklet '[court fees – do you have to pay them?](#)'

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 – see page 5 of the booklet.

1e Are you applying for a refund of a court fee **in this case?**
See page 9 of the booklet

No Yes The date when you paid the fee

2 About you

2a Surname or family name
Please use BLOCK LETTERS

2b Other names
Please use BLOCK LETTERS

2c Title
Mr Mrs Miss Ms

2d Address
Please include the Post Code

2e Marital status
Married Single Other

2f Are you, or your partner, receiving:
Income Support
or Pension Credit guarantee credit?
or between you, receiving Working Tax Credit and Child Tax Credit
See page 2 of the booklet

No Go to question 2g.
Yes See 'evidence 1' on page 6 of the booklet. Then go to question 2i of this form.

2g Are you receiving:
Income-based Job Seeker's Allowance
or Working Tax Credit that has a 'disability element' or 'severe disability element'?
See page 2 of the booklet

No Go to question 2h.
Yes See 'evidence 1' on page 6 of the booklet. Then go to question 2i of this form.

2h In this case, are you involved in a **family** case and receive 'Legal Help'?
See page 3 of the booklet

No See 'evidence 4' on page 7 of the booklet. Then go to [Part 3](#) of this form.
Yes See 'evidence 3' on page 6 of the booklet. Then go to [Part 9](#) of this form.

2i In this case, do you have a Conditional Fee Agreement (a no win, no fee agreement) with a solicitor?
Please do not answer this question if you have a Conditional Fee Agreement with a solicitor but answered 'No' to questions 2f, 2g and 2h.

No Go to [Part 9](#) of this form.
Yes See 'evidence 2' on page 6 of the booklet. Then go to [Part 9](#) of this form.

3 Dependants

Dependants are people who you look after financially. They may be children, relatives or other people.

Give the number of children aged :

under 11 years 11 to 15

16 to 17 18

Other dependants : Please give details about who they are and why you look after them financially

4 Employment status

Please ✓ one of the boxes 1 to 4.

If you are employed or self-employed, please describe your usual work.

Employed Self-employed Unemployed Pensioner

What is your usual employment or self-employment?

How long have you been unemployed?

5 Property in which you live

If you ✓ box 5, please say why you live in the property – for instance, you may live with your parents.

In your own property In rented property In lodgings In property that you own jointly with someone else In another type of property

Please explain

6 Your savings

Give an amount for each type of savings.

If you do not have one of the types of savings shown, put 'NIL'.

Bank account (Current)	£ <input type="text"/>	Premium Bonds	£ <input type="text"/>
Bank account (Deposit)	£ <input type="text"/>	Stocks or Shares (or both)	£ <input type="text"/>
Building Society Account (1)	£ <input type="text"/>	National Savings Investments	£ <input type="text"/>
(2)	£ <input type="text"/>	Other savings Give details	£ <input type="text"/>
		<input type="text"/>	

7 Your usual income

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 4.3.

Add up the amounts and put the sum in the 'Total income each month' box.

Your usual take-home pay	£ <input type="text"/> a month	Child Benefit	£ <input type="text"/> a month
Your partner's usual take-home pay	£ <input type="text"/> a month	Other benefit or income which is	£ <input type="text"/> a month
Income from other people who live with you	£ <input type="text"/> a month	<input type="text"/>	£ <input type="text"/> a month
Pension(s) (1) State	£ <input type="text"/> a month	<input type="text"/>	£ <input type="text"/> a month
(2) Private or Occupational	£ <input type="text"/> a month	Total income each month	£ <input type="text"/> a month

8 Your usual expenses

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 4.3.

Add up the amounts and put the sum in the 'Total expenses each month' box.

Rent or Mortgage	£ <input type="text"/> a month	Child care	£ <input type="text"/> a month
Council Tax	£ <input type="text"/> a month	Travelling expenses	£ <input type="text"/> a month
Food and household essentials	£ <input type="text"/> a month	Water and sewerage charges	£ <input type="text"/> a month
Maintenance and Child Support	£ <input type="text"/> a month	Court fines	£ <input type="text"/> a month
Electricity	£ <input type="text"/> a month	Outstanding debts	£ <input type="text"/> a month
Gas, coal or oil	£ <input type="text"/> a month	Clothing	£ <input type="text"/> a month
Telephone	£ <input type="text"/> a month	Other expenses which are	£ <input type="text"/> a month
TV rent and licence	£ <input type="text"/> a month	<input type="text"/>	£ <input type="text"/> a month
		Total expenses each month	£ <input type="text"/> a month

9 Declaration ✓ box 1, 2 or 3

I declare that the information that I have given is true to the best of my knowledge and belief. I apply for exemption remission refund of a court fee and I understand that:

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

Signed

Date

