

County Court Fees - Including fees for family cases - From 1 October 2007

Civil Court fees

Starting your claim

To issue a claim form where your claim is for money only and the amount is:

up to £300	£30
£300.01 - £500	£45
£500.01 - £1,000	£65
£1,000.01 - £1,500	£75
£1,500.01 - £3,000	£85
£3,000.01 - £5,000	£108
£5,000.01 - £15,000	£225
£15,000.01 - £50,000	£360
£50,000.01 - £100,000	£630
£100,000.01 - £150,000	£810
£150,000.01 - £200,000	£990
£200,000.01 - £250,000	£1,170
£250,000.01 - £300,000	£1,350
over £300,000 or for an unlimited amount	£1,530
To issue proceedings where your claim is for something other than money, including claims for possession	£150

Possession Claims On-line

Possession claims made by users using Her Majesty's Courts Service's Possession Claims On-line service will pay a reduced fee.

£100

Money Claim On-line

Money Claim On-line is Her Majesty's Courts Service's internet based service for claimants and defendants. You can use this simple, convenient and secure process to make a money claim up to the value of £100,000 on the internet and pay a reduced court fee.

For more information ask court staff or visit our website www.hmcourts-service.gov.uk/onlineservices/mcol/index.htm.

	Claim issued in a court	Money Claim Online
up to £300	£30	£25
£300.01 - £500	£45	£35
£500.01 - £1,000	£65	£60
£1,000.01 - £1,500	£75	£70
£1,500.01 - £3,000	£85	£80
£3,000.01 - £5,000	£108	£100
£5,000.01 - £15,000	£225	£210
£15,000.01 - £50,000	£360	£340
£50,000.01 - £99,999.99	£630	£595

Counterclaim

When making a claim against the claimant (a 'counterclaim'), a fee **must** be paid when the counterclaim is filed. The fee to be paid depends on the amount of the counterclaim and where the original claim was made. Fees for Money Claim Online see above or for claims issued at a court see page 1.

Preparing for hearing

Allocation Questionnaire fee:

- | | |
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| • small claim for money of £1,500 or less | no fee |
| • small claim for money where the claim is between £1,500 and £5,000 | £35 |
| • all other claims | £200 |

This fee is payable by the claimant except where the case is proceeding on a counterclaim alone, when it is payable by the defendant.

Where a fee is due, it must either be paid when the allocation questionnaire is filed, or, if:

- either the court decides that an allocation questionnaire is not required;
or the Civil Procedure Rules do not require an allocation questionnaire to be completed,

then the fee must be paid:

- within 28 days of filing the defence (or the filing of the last defence if there is more than one defendant); or
- within 28 days of expiry of the time for filing all defences.

Warning: if you do not pay the allocation fee when required, the court can make an order which may lead to your statement of case (claim or counterclaim) being 'struck out'. This would mean that you could not proceed with your claim (or counterclaim).

Listing Questionnaire fee:

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|----------------------------------|------|
| multi-track and fast-track cases | £100 |
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The listing questionnaire fee and hearing fee (see below) are payable by the claimant except where the case is proceeding on a counterclaim alone, when it is payable by the defendant.

The listing questionnaire fee and hearing fee must both be paid on the filing of the listing questionnaire.

If the court fixes the trial date or trial week without a listing questionnaire, both fees must be paid within 14 days of:

- the despatch of notice of the trial date or trial week; or, if no written notice is given,
- the date when you are told of the trial date or trial week.

Hearing fee

The hearing fee is payable by the claimant except where the case is proceeding on a counterclaim alone, when it is payable by the defendant.

small claim track case which does not exceed £300	£25
small claim track where the claim exceeds £300 but does not exceed £500	£50
small claim track where the claim exceeds £500 but does not exceed £1,000	£75
small claim track where the claim exceeds £1,000 but does not exceed £1,500	£100
small claim track where the claim exceeds £1,500 but does not exceed £3,000	£150
small claim track where the claim exceeds £3,000 but does not exceed £5,000	£300
fast-track case	£500
multi-track case	£1,000

Warning: if you do not pay the listing questionnaire fee and hearing fees when required, the court can make an order which may lead to your statement of case (claim or counterclaim) being 'struck out'. This would mean that you could not proceed with your claim (or counterclaim).

Refunding of a hearing fee

Small claim track hearing

Where a hearing date has been fixed and before the hearing date, the court receives notice in writing at least 7 days before the hearing date that the case is settled or discontinued the hearing fee will be refunded in full.

Fast-track or multi-track hearing

Where a hearing date has been fixed for a fast-track or multi-track case and before the hearing date, the court receives notice in writing that the case is settled or discontinued, then the hearing fee will be refunded in the following percentages:

- 100% if the court is notified more than 28 days before the hearing;
- 75% if the court is notified between 28 and 14 days before the hearing;
- 50% if the court is notified between 14 and 7 days before the hearing;
- no refund if the court is notified fewer than 7 days before the hearing.

Appeals

To file an appellant's notice, or a respondent's notice where the respondent is appealing, or wishes to ask the appeal court to uphold the order of the lower court for reasons different from, or additional to, those given by the lower court in:

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|--------------------------|------|
| • the small claims track | £100 |
| • all other claims | £120 |

These fees do not apply on appeals against a decision made in detailed cost assessment proceedings (see page 5).
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Applications

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| • To apply on notice for judgment to be set aside | £75 |
| • To apply to vary a judgment or suspend enforcement | £35 |
| • To make an application on notice | £75 |
| • To apply for a summons or order for a witness to attend | £35 |
| • To apply by consent, or without notice, for a judgment or order.
This does not include requests for judgment on admission or in default for which no fee is payable | £40 |

No fee is payable for an application by consent for an adjournment of a hearing if it is received by the court at least 14 days before the date of the hearing.
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Assessment of costs

To request a detailed cost assessment hearing:

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|---|------|
| • Community Legal Service Fund only (no order for payment by another party) | £105 |
| – other where the amount does not exceed £15,000 | £300 |
| – other where the amount exceeds £15,001 but does not exceed £50,000 | £600 |
| • To appeal against a detailed cost assessment | £105 |
| • To issue a default costs certificate | £45 |
| • To apply to set aside a default costs certificate | £65 |
| • To apply for approval of a Community Legal Service Assessment Certificate | £35 |

Copies of documents

A fee is charged for making photocopies in the court office.

Documents held by the court:

- for a photocopy up to the first ten pages of a document £5
- for a photocopy of each subsequent page of the same document 50p per sheet
- For copies of documents provided on computer disk or other electronic form £5

Enforcing judgments

If the court has ordered someone to pay you a sum of money or to return your goods or a property/land, and they have not done so, you can issue enforcement proceedings. Details about enforcement are available from the court in a free set of leaflets, or from our website at www.hmcourts-service.gov.uk. For free legal information, help and advice contact Community Legal Service Direct on 0845 345 4345 or visit www.cls.direct.org.uk. You can also get help from a Citizens Advice Bureau or a Consumer Advice Centre.

Warrants

To issue a warrant of execution to recover a sum of money:

- where the sum to be recovered is not more than £125 £35
- where the sum to be recovered is more than £125 £55
- To issue a warrant of delivery of goods £95
- To reissue a warrant of execution or delivery at a new address, except for a further attempt at enforcement following suspension £25
- To issue a warrant for recovery of a property/land (possession) £95

Where a warrant of delivery of goods or for recovery of a property/land also includes a claim for money, no additional fee is payable.

Order to obtain information from a judgment debtor

- To issue an application for an order to obtain information from a judgment debtor £45

Attachment of earnings

- To issue an application for an attachment of earnings order £65

On a consolidated attachment of earnings order, a fee of 10p for every £1, or part of a £1, of the money paid into court, is deducted from the money before it is paid out to the creditors under the order.

Charging orders

- To issue an application for a charging order £55

Third party debt orders

- To issue an application for a third party debt order (payable in respect of each party against whom the order is requested) £55

Judgment summonses

- To issue an application for a judgment summons £95

Registering tribunal awards

- To register an award (for example, the award of a tribunal) for enforcement £35

Cancellation or satisfaction of county court judgments

- To ask for a certificate of satisfaction, or a request for cancellation when a debt is paid in full within one month of the date of its entry £15

Bankruptcy and company winding up

- To issue a bankruptcy petition for your own affairs (debtor's petition) £150
- To issue a bankruptcy petition against someone who owes you money (creditor's petition) £190
- To issue a petition to wind up a company which owes you money £190

These are only the court fees; the court will ask for **additional money** for the Official Receiver's deposit.

Please check at the court for the amount of the deposit prior to issuing.

- Request for a certificate of discharge from bankruptcy £60
- And after the first certificate, for each copy £5
- On a search of the bankruptcy and companies records in a county court £40
- Application under Companies Act 1985 or Insolvency Act 1986, where no other fee is specified £130
- Conversion of voluntary arrangement to winding up or bankruptcy £130
- Application for an order confirming creditor's voluntary winding up £30

On filing:

- Notice of intention to appoint an administrator £30
- Notice of appointment of administrator £30

Where a person pays a fee on filing a notice of intention to appoint an administrator, no additional fee is payable on filing a notice of appointment of that administrator.

- On submitting a nominee's report £30

Family Court fees

Only some county courts can deal with Family cases. To find your nearest Family Court, either ask at your local county court, or visit our website at www.hmcourts-service.gov.uk

General

- On presenting any first petition £300
- On applying for either a non-molestation order and/or an occupation order under Part IV of the Family Law Act 1996 £60
- On filing originating proceedings where no other fee is specified £200
- On presenting a second or subsequent petition with leave granted under rule 2.6(4) £80
- On amending a petition £80
- On filing an answer to a petition or cross-petition £200

Children

- On filing an application or requesting leave under the Children Act 1989
 - Private Law £175
 - Public Law £150
- On commencing proceedings under the Adoption and Children Act 2002 £140

Private Law cases concern parental responsibility, guardians, section 8 orders and financial provision for children.

Public Law cases include secure accommodation, care, supervision, contact with a child in care, emergency protection, etc.

Maintenance orders

- On filing an application for a maintenance order to be registered £35
- On filing an application for a maintenance order to be sent abroad for enforcement £35

Applications

- Filing an application for an order without notice or by consent (including an application to make a decree nisi absolute), except where listed separately £40
- Filing an application on notice, except where listed separately £80
- Filing an application on notice for ancillary relief or on filing a notice of intention to proceed with an application for ancillary relief, other than an order by consent £210

Miscellaneous

- Filing a notice of appeal from a district judge £100
- On making a search in the index of decrees absolute kept at any divorce county court or District Registry for any specified period of ten calendar years or, if no period is specified, for the ten most recent years, and if appropriate, providing a certificate of decree absolute £40

This is not a full list of Family Court fees. Should you require further information, please ask at your local Family Court.

How can I make payment to the court?

You can make payment to the court by cash, cheque or postal order. Cheques and postal orders need to be made payable to HMCS. Please note that courts cannot accept payments by credit or debit cards.

Warning: if you do not pay the required fee, you may be unable to commence or continue with your claim.

What if I cannot afford the fee?

You do not have to pay a court fee if you receive one of the following means-tested benefits:

- Income Support; or
- State Pension Guarantee Credit; or
- Income-based Job Seeker's Allowance; or
- you receive Working Tax Credit with a no element of Child Tax Credit - court staff will explain this to you; or
- your gross annual income does not exceed a specified limit.
See leaflet EX160A for more details.

If you show that a payment of a court fee would involve undue hardship to you, you may be eligible for a part remission. The amount decided will be based on a detailed means-test to assess your disposable income. Court staff will calculate what contribution you should make towards the fee.

For further information, or to apply for a fee concession, ask court staff for a copy of the combined leaflet and form **EX160A – Court fees – Do I have to pay them?** This is also available from any county court office, or a copy of the leaflet can be downloaded from our website www.hmcourts-service.gov.uk.

You will have to make a separate application for each fee that is payable.