

Application for a fee remission

Ref. no.
(staff use only)

Protect
Personal Data - EX160

Please read the EX160A booklet 'Court and Tribunal fees - Do I have to pay them?' Failure to provide the correct evidence will result in your application being refused. Please complete this form in CAPITAL LETTERS.

1. About the case For Probate cases only

Case, claim or notice to pay number
(leave blank if this is a new case/claim)

What is the title or number of the form to which your fee remission relates?

Name of claimant(s)/petitioner(s)/applicant(s)

Name of defendant(s)/respondent(s)

If applicable, give address of the property to which the dispute relates

Name of deceased

Date of death
D D / M M / Y Y Y Y

2. Your details

Title (preferred)

Mr Mrs Miss Ms Other

Your address

Surname/family name

First and middle names

Date of birth

D D / M M / Y Y Y Y

Postcode

Telephone number

Email

What is your status?
Please read page 7 of the EX160A booklet for further guidance on contrary interest.

Single person Part of a couple
 Part of a couple – but applying for proceedings with a contrary interest

What is the contrary interest?

Do you have any children?

Yes No If Yes, how many are financially dependent on you?

3. For Court of Protection cases only (Please read page 8 of the EX160A booklet for further guidance on how to complete this section)

Does your application relate to
Are you applying for remission based on your (the applicant's) circumstances or the person the application is about?

Property and financial affairs Health and personal welfare Both
 Remission based on the person's circumstances
 Remission based on the applicant's circumstances → **Are you the partner of the person?** Yes No

4. Disposable capital test (This section must be completed before moving to section 5, please read page 9 of the EX160A booklet for further guidance)

Fee to be paid

£

Disposable capital threshold for this fee £

Is your partner 61 or over?
(if applicable)

Yes No

Is your disposable capital below the threshold you have entered in the box above?

Yes No

If Yes, Go to section 5
If No, you are not eligible for a fee remission. Do not continue with this application unless you believe you have exceptional circumstances.

5. Remission 1 — Full remission based on permitted benefits or Scottish Civil Legal Aid granted for the proceedings to which this fee remission application relates (in the Employment Tribunal and Employment Appeal Tribunal only).

Do you receive any of these benefits?

You must provide correctly dated documentary evidence to show you receive one of these benefits.

Please read page 12-13 of the EX160A booklet for further guidance on how to complete this section.

<input type="checkbox"/> Income-based Jobseeker's Allowance	<input type="checkbox"/> Income-related Employment and Support Allowance	<input type="checkbox"/> Income Support
<input type="checkbox"/> Universal Credit - with gross annual earnings of less than £6,000	<input type="checkbox"/> State Pension - Guarantee Credit	<input type="checkbox"/> Scottish Civil Legal Aid (not Advice and Assistance or Advice by Way of Representation)
<input type="checkbox"/> None of the above - Go to section 6		If you have ticked any of the above boxes - Go to section 7

6. Remission 2 — Full or part remission based on gross monthly income

What is your gross monthly income?

Gross monthly income is your total monthly income before tax and other deductions.

Excluded benefits are listed on page 17 of the EX160A booklet.

You must provide correctly dated documentary evidence of your income.

Please read page 14-15 of the EX160A booklet for further guidance on how to complete this section.

	Applicant	Partner
Paid/Self employment	£ <input type="text"/>	£ <input type="text"/>
Money from anyone living with you – lodger/tenant, relative etc.	£ <input type="text"/>	£ <input type="text"/>
Total pensions – state, private, occupational	£ <input type="text"/>	£ <input type="text"/>
Child benefit	£ <input type="text"/>	£ <input type="text"/>
Other benefit – do not include excluded benefits	£ <input type="text"/>	£ <input type="text"/>
Income from rents, shares, bonds, or other financial arrangements	£ <input type="text"/>	£ <input type="text"/>
Any other income	£ <input type="text"/>	£ <input type="text"/>
Total gross monthly income	£ <input type="text"/>	£ <input type="text"/>

7. Refund

Are you applying for a refund of a court/tribunal/probate fee paid within the last three months, or a Court of Protection fee paid in the last three months from the date of a Final Order?

Yes No

If Yes, what is the date you paid this fee, or what is the date on the Court of Protection Final Order?

/ /

8. Declaration and statement of truth

Please ensure that you provide the evidence required to support your application as set out in the EX160A booklet.

I believe that the facts and information stated in this application are true. I understand that if I tell you anything untrue on this form, or the accompanying documents, leave anything out or fail to provide sufficient evidence:

- My application may be refused and the full fee will be payable
- Any order or process obtained as a result of this application can be revoked
- If I am found to have been deliberately untruthful, criminal proceedings may be brought against me for fraud.

I have attached the evidence needed to support my application.

Do you want your original evidence sent back to you?

Yes No

Signature

Date

/ /

Full name

Once you have completed this form, please submit it with the correct evidence to the relevant court, tribunal or probate office

— For court/probate/tribunal office use only —

Name of court, tribunal or probate office

Reference no.

Form no.

Signature

Name

Band Date

Threshold for fee correct Yes No

Evidence for remission 1 2

Fee charge applicable £

Amount remitted £

Amount to pay £

Date approved

Risk controls

Signature

Name

Band

Date