

Application for a fee exemption or remission (EX160)

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?'

1 About the case

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
(Please explain)

2f Are you, or your partner, receiving:

Income Support

or Pension Credit guarantee 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 and Child Tax Credit

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 1

Self-employed 2

Unemployed 3

Pensioner 4

What is your usual employment or self-employment?

How long have you been unemployed?

5 Property in which you live

In your own property

1

In rented property

2

In lodgings

3

In property that you own
jointly with someone else

4

In another type of property

5

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

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)

£

Bank account (Deposit)

£

Building Society Account (1)

£

Building Society Account (2)

£

Premium Bonds

£

Stocks or Shares (or both)

£

National Savings Investments

£

Other savings

£

Give details

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

Your usual **take-home** pay

£		a month
---	--	---------

Your partner's usual
take-home pay

£		a month
---	--	---------

Income from other people
who live with you

£		a month
---	--	---------

Pension(s) (1) State

£		a month
---	--	---------

Pension(s) (2) Private or
Occupational

£		a month
---	--	---------

Child Benefit

£		a month
---	--	---------

Other benefit or income which is:

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£		a month
---	--	---------

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£		a month
---	--	---------

Total income each month

£		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.

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

Rent or Mortgage

£		a month
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Council Tax

£		a month
---	--	---------

Food and household essentials

£		a month
---	--	---------

Maintenance and Child Support

£		a month
---	--	---------

Electricity

£		a month
---	--	---------

Gas, coal or oil

£		a month
---	--	---------

Telephone

£		a month
---	--	---------

(continued on next page)

TV rent and licence

£		a month
---	--	---------

Child care

£		a month
---	--	---------

Travelling expenses

£		a month
---	--	---------

Water and sewerage charges

£		a month
---	--	---------

Court fines

£		a month
---	--	---------

Outstanding debts

£		a month
---	--	---------

Clothing

£		a month
---	--	---------

Other expenses which are:

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£		a month
---	--	---------

Total expenses each month

£		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 may 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

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

No

Remission granted?

Yes

No

Court fee

£

Amount exempted or remitted

£

Amount to pay (or 'Nil')

£