



**FORM CFW 1: APPLY TO HAVE
A COURT FEE WAIVED**

Guidance Note: The court service cannot waive the court fee for applications in these proceedings:

- Proceedings in connection with the administration or winding up of a deceased person's estate
- Proceedings to enforce a mortgage or other charge over property
- Proceedings for the possession of premises
- Proceedings for defamation
- Proceedings for breach of copyright, patent or trademark
- Proceedings under admiralty law
- Proceedings to wind up or dissolve a company or to restore a company to the Register of Companies
- Proceedings under the Electoral Ordinance 1988
- Proceedings under the Licensing Ordinance 1994 other than section 76 (prohibition orders).

Part 1 – Applying for a waiver because you cannot afford to pay the fee

Fill in this Part if you are applying for a waiver because you cannot afford to pay the fee.

Give details of your income and essential expenses over the last 4 weeks. If you share income and/or expenses with a partner, provide only your income, your share of the expenses, and your share of any joint savings.

Common types of income and essential expenses are listed below. If they are relevant to you, fill in the amounts. If you have other kinds of income or essential expenses include them at the end of the list.

Net Income <i>(after POAT and RPC deductions)</i>	£	Expenses	£
Main Employment		Mortgage	
2nd Employment		Rent	
3rd Employment		Electricity	
Welfare Benefits		Heating Fuel	
Family Allowance		Food	
Child Maintenance		Phone / Internet	
Other Income <i>(please specify)</i>		Car Expenses	
		Child care Fees	
		Child Maintenance	
		Loan or Hire Purchase payments	

		Other essential expenses (please specify):	
Total Income		Total essential expenses	

Partner's Net Income	£
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Total Savings	£
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Late application for refund

If you have already paid the court fee and are seeking a refund, fill in the following information. A refund can only be considered if you apply within 3 months after paying the fee.

Court Action Number:

Fee paid:

Date paid:

SCB Account information for refund¹:

Reason application for fee waiver was not previously made:

Part 2 – Applying for a waiver for proceedings concerning significant public interest

If you filled in Part 1, you don't need to fill in Part 2.

Fill in Part 2 if you are applying for a waiver because the proceedings —

- concern a constitutional issue, substantial question of law or other matter of significant public interest; and

¹ NB: Cash refunds cannot be made by the court service. You must provide an SCB account number for the refund.

- are unlikely to be commenced or continued unless the fee is waived.

Please explain how your circumstances meet these criteria:

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Part 3

I am the applicant completing this form

I believe that my current financial circumstances mean that I may be entitled to the waiver of the court fee. I declare that the information I have given on this form is correct and complete. I understand that if I have given false information, criminal or civil proceedings may be brought against me. I understand that if I have given false information or I do not provide supporting information that may be requested by the Head of Courts, my application may be rejected and the full fee will be payable.

Signed	
Name	
Date:	