

Note: This fee is payable by the claimant except where the case is proceeding on a counterclaim alone, when it is payable by the defendant. The fee must be paid when the allocation questionnaire is filed.

If either:

- the court decides that an allocation questionnaire is not required; or
- the Rules do not require an allocation questionnaire to be completed, where applicable the fee must be paid:
 - within 28 days of filing the defence; or
 - on 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).

Trial fee

- | | |
|---------------------|------|
| ○ multi-track cases | £300 |
| ○ other cases* | £200 |

*Does not include cases in the small claims track.

Note: The trial fee is payable by the claimant except where the case is proceeding on a counterclaim alone, when it is payable by the defendant. The fee must be paid on the filing of the listing questionnaire.

If the court fixes the trial date or trial week without a listing questionnaire, the fee 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 the trial date or trial week.

Where the court receives notice, **in writing:**

- before the trial date has been fixed; or
- if it has been fixed, at least seven days before the day on which the trial is due to begin, that the case has been settled or discontinued, the trial fee will be refunded.

Warning: If you do not pay the trial 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).

Appeals

To file an appellant's or a respondent's notice if permission to appeal or an extension of time to appeal (or both) is applied for, when the appeal is against a decision made in:

- the small claims track £100
- any other appeal £150

Note: If the court **refuses** either your application for permission to appeal or for an extension of time in which to appeal, £50 (small claims appeals) or £100 (other appeals) will be refunded to you

To file an appellant's or a respondent's notice if permission to appeal is not required or permission has already been given by the lower court, when the appeal is against a decision made in:

- the small claims track £50
- any other appeal £100

No fee is payable on the filing of a **respondent's notice** where the respondent is asking the appeal court to uphold the lower court's order for the reasons already given

Applications

- To apply for judgment to be set aside £50
- To apply to vary a judgment or suspend enforcement £25
- To make an application on notice £50
- To apply for a summons or order for a witness to attend £30
- 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** £25

Assessment of costs

- To request a detailed assessment hearing: Community Legal Service Fund only (no order for payment by another party) £80
other £150
- To appeal against detailed assessment £50
- To issue a default costs certificate £40
- To apply to set aside a default costs certificate £50

- To apply for approval of Community Legal Service Assessment Certificate £20

Enforcing judgments

If the court has ordered someone to pay you a sum of money or to return your goods or property 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.

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

- where the sum recovered is not more than £125 £25
- where the sum to be recovered is more than £125 £45
- To issue a warrant for recovery of land or property (possession) £80

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

- To issue a warrant of delivery £80
- To reissue a warrant of execution at a new address, except a further attempt at enforcement following suspension £20

Attachment of earnings

- To issue an application for an attachment of earnings order £50

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

Charging orders

- To issue an application for a charging order £50

Third party debt orders

- To issue an application for a third party debt order £50

Judgment summonses

- To issue an application for a judgment summons £80

Order to obtain information from a judgment debtor

- To issue an application for an order to obtain information from a judgment debtor £40

Registering tribunal awards

- To register an award (for example, of a tribunal) for enforcement £30

Copies of documents

A fee is charged for making photocopies in the court office

Documents held by the court

- for photocopy of first page of document: £1
- for photocopy of each subsequent page of the same document: 20p per sheet
- any additional photocopies of the whole document: 20p per sheet

Documents supplied by you at the time of copying

- for each photocopy: 20p per sheet

For copies of documents provided on computer disk or other electronic form: £3 per copy.

Registration of county court judgments

- To ask for a certificate of satisfaction or a request for cancellation when a debt is paid £10

Bankruptcy and company winding up

- To issue a bankruptcy petition for your own affairs (debtor's petition) £120
- To issue a bankruptcy petition against someone who owes you money (creditor's petition) £150
- To issue a petition to wind up a company which owes you money £150

- Request for a certificate of discharge from bankruptcy £50 and £1 for each copy after the first certificate

What if I cannot afford the fee?

If you are an individual and not represented by a solicitor under Community Legal Service, you may **not** have to pay a fee if you are receiving:

- income support;
- income-based jobseeker's allowance;
- the **maximum** Working Families Tax Credit (WFTC) or Disabled Person's Tax Credit (DPTC);
- WFTC or DPTC where £70 or less per week has been deducted from the maximum credit;
- Legal Help, through a solicitor, **and** in receipt of one of the above benefits.

Otherwise, if you can show that the payment of a fee would involve undue hardship to you, the Court Manager may reduce the fee or 'remit' (say you do not have to pay) the fee.

You will need to give proof of your financial circumstances.

If you are not sure whether you qualify for a reduction of the fee, or you are exempt from paying a fee, court staff will be able to advise you. Ask the court for a Form EX160 *Application for a fee exemption or remission*. You will have to make a separate application for each fee that you have to pay.