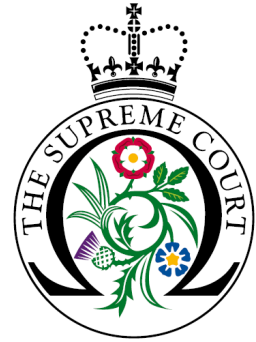


The Supreme Court of the United Kingdom



Apply for help with fees

1. Your personal details (the applicant)

Title

First and middle name(s)

Last name

Address and postcode

Email address (optional)

Date of Birth

Guidance on how to apply for help with fees can be found online at [Help with fees guidance.pdf \(supremecourt.uk\)](https://www.supremecourt.uk/help-with-fees-guidance.pdf)

You should read the guidance before you complete your application.

2. What is your relationship status?

Single

Married or living with someone

Choose single if:

- *you are living alone (with or without dependent children) and rely on your own income*
- *you are permanently separated and may be in the process of applying for a divorce, dissolution or annulment and you are not living with a new partner*
- *you have a partner, but they have a conflicting interest in the case you are bringing*

Choose 'married or living with someone' if:

- *you are married or in a civil partnership*
- *you are living together as if you are married or in a civil partnership*
- *you are a couple and circumstances require you to live apart, for example, one or both of you are serving in the armed forces, in prison or living in residential care*

If you are married or living with someone, please give your partner's details:

Title

First and middle name(s)

Last name

Date of Birth

Please note: We may use the personal information of you and your partner (if you have one) to contact the Department of Work and Pensions or other government departments to validate the information you provide in this application. For details of the standards we follow when processing your personal data, please visit the following address: <https://www.supremecourt.uk/privacy-notice.html>

3. Are you acting in person?

Yes

No, I have a solicitor acting for me

The capacity in which my solicitor is acting (e.g. Conditional Fee Agreement, Pro Bono etc)

Proof of my solicitor's capacity is attached

I confirm that I am not in receipt of legal aid for these proceedings

4. About your application

Name of the Court from which you are appealing

Fee for which you are applying

Form 1 - Permission to Appeal

Form 1 - Notice of Appeal

Form 2 - Application notice

Form 3 - Notice of Objection/Acknowledgement

5. Have you already paid the fee?

No

Yes, the fee was paid on:

If you are applying for a refund, answer questions 6–12 based on your circumstances at the time you paid the fee. You should also provide the UKSC receipt for the fee you paid, and bank details to which the refund should be paid.

6. How much do you and your partner, if you have one, have in savings and investments?

- less than £4250.** Go to question 8.
- between £4,250 and £15,999.** Go to question 7.
- £16,000 or more.** Go to question 8.

Savings: include all savings and investments, such as ISAs or the value of any second homes you own.

If you have £16,000 or more in savings and investments, then you won't be entitled to get help with your fees. (If you have exceptional circumstances which mean you still need help with fees, you should complete question 13.)

7. Are you or your partner, if you have one, 66 or older?

- No.** How much do you and your partner, if you have one, have in savings and investments?

- Yes.**

8. Do you receive any of the benefits listed below?

Please provide proof of benefits dated within the last three months.

- Income-based Jobseeker's Allowance (not contribution-based JSA)**
- Income-related Employment and Support Allowance (not contribution-based ESA)**
- Income Support**
- Universal Credit (and you're earning less than £6000 per year)**
- Pension Credit (guarantee credit, not savings credit)**

If you are receiving one of these benefits, you do not need to complete questions 9–13. However, if the only one of these benefits you are receiving is Universal Credit, you must still complete question 9 onwards and provide evidence of your income.

9. Do you or your partner, if you have one, have any children that live with you or you are supporting financially?

No

Yes. Tell us how many children you have in each age range.

0-13 years

14 years and older

Children: A child is a person under 16 years old and up to 19 if in full-time education and living with you, or any child receiving regular financial support through a maintenance agreement.

If you answered Yes to this question, please ensure any Child Benefit, Child Tax Credit or income maintenance agreements for them are included in questions 10 and 11.

10. What types of income did you and your partner, if you have one, receive in the last calendar month?

Please give a breakdown of the income you and your partner, if you have one, have received in the last calendar month in the table on the next page.

If your income includes wages, you must tell us the amount before National Insurance and tax are taken off.

If your wages or your earnings from self-employment last month were not representative of what you usually get, you should provide an average for the last three months if this is lower.

Please be aware that some benefits should not be included as income, such as Carer's Allowance, PIP, Housing Benefit and some elements of Universal Credit, Working and Child Tax Credit.

See our online guidance for more information:

<https://www.supremecourt.uk/procedures/court-forms.html>

	Your monthly income	Your partner's monthly income (if applicable)
Wages (before tax and National Insurance)	£	£
Net profits from self-employment	£	£
Child Benefit	£	£
Working Tax Credit (see guidance)	£	£
Child Tax Credit (see guidance)	£	£
Maintenance payments	£	£
Contribution-based Jobseekers Allowance (JSA)	£	£
Contribution-based Employment and Support Allowance (ESA)	£	£
Universal Credit (see guidance)	£	£
Pensions (state, work, private and Pensions Credit (savings credit)) (see guidance)	£	£
Rent from anyone living with you	£	£
Rent from other properties you own	£	£
Cash gifts – include all one-off payments	£	£
Financial support from others – include all one-off payments	£	£
Loans	£	£
Other income (please state)	£	£
Total monthly income	£	£

The figures I have provided for wages and net profits from self-employment in this table are based on:

- the last calendar month
- a three-month average

11. What was the last calendar month's income for you and your partner, if you have one?

Please provide the total monthly income for you and your partner, if you have one, based on your answers in the table in question 10. This figure may include a three-month average of your wages or your net profits from self-employment.

12. If you say you have no income, please tell us how you support yourself

13. Do you consider that you have exceptional circumstances?

- No
- Yes

If yes, please provide details including information on what tax you pay, rent, and any childcare costs etc.

Where you believe that you are not realistically able to afford to pay your court fee, or are facing other exceptional circumstances, you can ask us to consider reducing or waiving your fee, even where you do not qualify for Help With Fees. You should provide evidence of your exceptional circumstances with this application.

14. Have you been granted fee remission in the Court below?

- No
- Yes - If yes, please provide a copy of the most recent Fee Remission Certificate

15. Proof of income

- I have attached proof of my qualifying benefits dated within the last three months (see question 8)
- I have attached one month of bank statements showing mine and my partner's income, including any qualifying benefits. If I have given my average earnings over three months, I have included three months of bank statements. (see questions 10 and 11)
- I have attached my most recent Fee Remission Certificate

16. Declaration and statement of truth

- I am the applicant or litigation friend completing this form.

I believe that my/the applicant's current financial circumstances mean that I/the applicant may be entitled to help with fees. 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 evidence of the information given in this form if requested, my/this application may be rejected and the full fee will be payable.

- I am the legal representative completing this form.

The applicant believes that their current financial circumstances mean that they may be entitled to help with fees. The applicant declares that the information they have given on this form is correct and complete. The applicant understands that if they have given false information, criminal or civil proceedings may be brought against them. The applicant understands that if they have given false information or they do not provide evidence of the information given in this form if requested, this application may be rejected and the full fee will be payable.

Signature

I am the:

- Applicant
- Litigation friend
- Legal representative

Date signed

If you have completed this form as a litigation friend or legal representative, you must also complete **question 17**.

17. Details of litigation friend or legal representative

Title

First name

Last name

Address and postcode

Email address (optional)

If applicable, name of firm and position held

Please return your completed form by email to:

registry@supremecourt.uk