

To: Clerk of Court
Sheriff Court/Court of Session

For official use only

Checked/Verified:

Signed:

Date:

APPLICATION FOR EXEMPTION FROM PAYMENT OF COURT FEE

Exemption is claimed from payment of the fee due in this case.

The claim is made on at least one of the following grounds (Please tick boxes as appropriate)

The applicant / the applicant's spouse / the applicant's civil partner* is receiving:

- | | | | | | |
|--------------------------|---|---------------------------------|---|---|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| income support | Income-based employment and support allowance | Pension credit guarantee credit | working tax credit, including child tax credit <u>and</u> | working tax credit, including a disability element <u>and</u> | working tax credit, including a severe disability element <u>and</u> |
| | | | Gross annual income used for calculation of tax credit is £16,642 or less | | |

The applicant is receiving:

- income-based jobseeker's allowance

Please provide a letter from either DWP or HMRC confirming the receipt of the benefits ticked above. Your exemption cannot be processed without proof of receipt of benefits.

- The applicant is receiving civil legal aid in respect of the matter for which the fee is payable (Section 13(2) of the Legal Aid (Scotland) Act 1986 refers); or
- The fee is payable in connection with a simplified divorce or dissolution of civil partnership application and the applicant is receiving advice and assistance from a solicitor in respect of that application (Legal Aid (Scotland) Act 1986 refers); or
- The fee is payable in connection with work being undertaken by the applicant's solicitor which qualifies for civil legal aid as matter of "special urgency" (Section 36 of the Legal Aid (Scotland) Act 1986 refers).

The name and address of the solicitor's firm advising/representing in this case is:

and the Legal Aid reference Number is:

The court may confirm entitlement to legal aid / assistance.

Certified that the information given in this form is correct. Where signed by a solicitor on behalf of, and with authority of, the applicant, the foregoing details have been confirmed with the applicant.

(date) _____ (signature) _____ (name in block capitals)

_____ (address)

Note: This form should be completed and sent to the court with the application.

* Delete as appropriate