



Application for **waiver (or refund) of fees** for an organisation

PREVIOUS WAIVER

When to use this form

Use this form if the organisation has previously been given a waiver in this proceeding and nothing has happened to affect their eligibility.

Step 1 Give us the court case details

File no. _____

Name of proceeding _____

Please tick the court that the application is for.

Supreme Court Court of Appeal High Court District Court Family Court

Step 2 Give us your details

Who are you filling in this form for?

I am authorised to complete this form for _____
Organisation name

Give us your details

Full name _____

Occupation _____

Address _____

Contact phone numbers day _____ other _____

Court use only

_____ / _____

Refer to proceedings file no. _____

Step 3 Tell us about the fee

The fee is \$ _____

Is the organisation applying for the fee to be waived or refunded?

The organisation is applying to the court to:

Waive this fee **or** Refund the fee paid on _____
Date

What is the fee for?

The fee is for filing the following documents: _____

The fee is another type of fee (not a filing fee). (Name the fee type - for example, setting down or hearing fee.)

Tell us about the previous waiver and why you want the current fee waived or refunded?

Date of previous waiver or refund _____

Reason for previous waiver or refund

- The organisation was previously given a waiver or refund in this proceeding because it would suffer undue financial hardship if the fee was paid (or not refunded). The financial circumstances haven't changed.
- The organisation was previously given a waiver or refund in this proceeding because the case was a matter of genuine public interest. It is still a matter of genuine public interest.

Step 4 Ask for processes to continue while this form is being processed

Complete this step if you need to **file documents or start/continue a proceeding immediately** (or within a prescribed time)

Tell us what the organisation wants

The organisation asks that the fee be put on hold until this form is processed. The organisation also asks that:

the proceeding that this application relates to is allowed to start or continue

or

the document(s) that this application relates to is accepted for filing.

Step 7 Submit your application

Send this application to your local court.

See justice.govt.nz/services/finding-your-local-court or the blue pages of your phonebook for contact details.

What happens next?

A registrar will look at your application and we will let you know their decision.

It may take several weeks for your application to be processed.

If your application is declined, you can apply to have the decision reviewed

Please fill out the 'application for review' form. There is no fee.

The 'application for review' form is available at your nearest court or from justice.govt.nz/services/court-fees

Your 'application for review' needs to be made within 20 working days of receiving the declined decision.

You can apply to a judge if you need more than 20 working days.

Where can I go for more information?

Check our website at justice.govt.nz/services/court-fees

Call your local court. Details can be found in:

- justice.govt.nz/services/finding-your-local-court
- blue pages of your phonebook.

Note

The court may refer to your information on this form in any future applications for waiver (or refund) of fees for the same proceeding.

The information on this form is collected in line with:

- the Senior Courts Act 2016 and Supreme Court Fees Regulations 2003
- the Senior Courts Act 2016 and Court of Appeal Fees Regulations 2001
- the Senior Courts Act 2016 and High Court Fees Regulations 2013
- the District Court Act 2016 and District Courts Fees Regulations 2009.