

# Factsheet 1 – Ways to pay a filing fee

Use this factsheet for information on available payment options

This factsheet covers the payment options available for paying a filing fee.

As New Zealand banks continue to phase out the use of cheques, **the Ministry will no longer process incoming or outgoing cheques after 31 May 2021.**

This follows the announcement that most New Zealand banks will no longer accept cheques by mid-2021, as many customers are now opting for digital payment options.

## Cheques are currently used to:

- **Make payment** for multiple fees such as; filing fees, civil proceedings, civil enforcement, security for costs, search fees, or scheduling/hearing fees.
- **Receive payment** from the Ministry in relation to civil enforcement and refunds of security for cost payments, scheduling/hearing fees or other filing fees.

## What other payment options are available?

### 1. Online using [File and Pay](#)

For some filing fees, 'File and Pay' provides an online alternative to filing documents and paying the fee in person or by post.

#### Option to 'File and Pay' online

You can file your documentation and pay the fee online for filings related to:

- Supreme Court
- Court of Appeal
- High Court

#### Option to 'pay only' online

At this stage electronic document filing cannot be accepted for filings related to the District Court. This is due to legislation.

You can still pay the fee online. This is currently available only for the following filing types:

- Dissolution of marriage;
- Civil proceedings; and
- Civil enforcement

To file the application, you must send the physical copy to the court and attach a copy of the receipt you will receive following payment.

The application will not be accepted for filing by the court until the physical copy is received.

If the filing type is not currently available in 'File and Pay', then please refer to our website for more information.

#### Future options

The Ministry is working to expand this service to enable the 'pay only' option for more filing fees related to our courts and tribunals. This will be available by the end of May 2021.

For more, go to:  
[courtsfnz.govt.nz/file-and-pay](https://courtsfnz.govt.nz/file-and-pay)

### 2. Internet banking (direct credit) is only available for filings related to:

- [Environment Court](#)
- [Employment Court](#)
- [Alcohol Regulatory and Licensing Authority](#)

- [Weathertight Homes Tribunal](#)
- [Māori Land Court](#)
- [High Court Probate](#)

click on the link for more information or visit our website

For more, go to:  
[justice.govt.nz/make-and-receive-a-payment](https://www.justice.govt.nz/make-and-receive-a-payment)

- 3. In person** at most courts you can pay by EFTPOS, credit card, debit card or cash at the counter at the time of filing an application.
- 4. By post** most tribunal filing fees and [civil enforcement filing fees](#) can be paid using the 'Pay by debit/credit card form'. The completed form must be included with your application and sent to us via post.
- 5. By phone** we can accept payment over the phone for filing fees related to High Court and Court of Appeal. You can find contact details for the relevant court on the Ministry of Justice [website](#).

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## Frequently asked questions

### Aren't cheques legal tender?

No, cheques are not legal tender. A business can decide to stop using cheques as an accepted payment method at any time.

### What other payment options are available?

All transactions made by cheque currently have existing payment alternatives available. These include EFTPOS or cash at the counter, credit/debit card, and other online payment options (such as File and Pay).

### What if I need to process multiple filings?

At this stage the File and Pay online service does not allow for multiple filings to be submitted at the same time. We are in the process of expanding the service and this function should be available by the end of July 2021.

## What steps can I take to prepare?

Some banks have provided online advice on how to prepare for this change. The Ministry's bank Westpac has provided a 5-step plan to help individuals and businesses move away from using cheques: [www.westpac.co.nz/bank-accounts/cheques](https://www.westpac.co.nz/bank-accounts/cheques)

## Have other organisations stopped using cheques?

Kiwibank made the decision to stop accepting cheques by February 2020. IRD also stopped accepting cheques during 2020.

## What will happen to cheque payments sent to the Ministry after 31 May 2021?

Unfortunately, the Ministry will be unable to accept cheques after this date. We will contact you to arrange an alternative payment method to minimise any delay to your fee being processed.

## What happens if I have a cheque from the Ministry that I want to cash after 31 May 2021?

If you have an unpresented cheque from the Ministry, then deposit your cheque before 25 June 2021 as Westpac (the Ministry's bank) will no longer process cheques after this date. If you bank with ANZ, then you will need to deposit your cheque before 31 May 2021. Contact us to be paid by direct credit.

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## Improving our service

The Ministry continues to review the changes to banking and payment systems happening across Aotearoa New Zealand to ensure we provide payment methods that are accessible and available.

## Useful contact information

For court related matters please call 0800 COURTS (0800 268 787) [www.justice.govt.nz/make-and-receive-a-payment](https://www.justice.govt.nz/make-and-receive-a-payment)

For more information relating to these changes email the team directly: [paymentsmodernisation@justice.govt.nz](mailto:paymentsmodernisation@justice.govt.nz)