

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 2
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.					

Tell us why the proceeding needs to move forward before this form is processed? It would be unreasonable if the proceeding did not move forward (or the document was not filed), before this form is processed for the following reasons. (If required, attach an affidavit in support.) Confirm that the organisation understands what will happen if this application is declined If this application is declined then the organisation understands that it must pay the fee immediately. If the organisation doesn't pay the fee immediately, the proceeding will stop and the court may recover the fee as a 'debt'. However, the organisation can apply to have the 'declined' decision reviewed. (See the notes on the back page.) Step 5 Sign and date this form I certify that the contents of this application are true. Signature Date Step 6 Do a quick check

Before sending in your application, check that you've filled in **steps 1** to **5**?

If you have any questions, please call your local court.

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

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.