



Apply for a fee waiver

Overview

If you think you qualify, you can ask the Family Court to waive your application fee or give you a refund if you've already paid your fees. To do this, you will need to complete a fee waiver form.

Reasons the court may waive your application fee

The court may [waive](#) your application fee for the following two reasons.

You're unable to pay the fee

This may apply to you if:

- you're getting legal aid or using the Family Legal Advice Service
- you're on a benefit or living off your superannuation
- the court believes that paying the fee will cause you financial hardship.

Public interest

This may apply to you if the outcome of your case would affect more people than just the people involved. For example:

- a charity taking a case to court that is likely to benefit a group of people
- a case in a new area of law that is likely to clarify [issues](#) for the wider community.


How to apply

1 Understand what you need


Use a BLUE or BLACK ballpoint pen if you complete the forms by hand.

2 Complete the application forms


Choose the correct application form based on your situation

 [Apply for a waiver \(or refund\) of fees if you're an individual \(PDF, 202 KB\)](#)


(<http://www.justice.govt.nz/assets/Waiver-Court-Fees-individual-July-2018.pdf>)

 [Apply for a waiver \(or refund\) of fees if you're an individual getting legal aid or a benefit or if you've already had a waiver for this case \(PDF, 190 KB\)](#)

(<http://www.justice.govt.nz/assets/application-for-waiver-individ-prev-waiver.pdf>)

 [Apply for a waiver \(or refund\) of fees if you're an organisation \(PDF, 242 KB\)](#)

(<http://www.justice.govt.nz/assets/Waive-court-fees-organisation-form-July-2018.pdf>)

 [Apply for a waiver \(or refund\) of fees if you're an organisation and you've already had a waiver for this case \(PDF, 184 KB\)](#) (<http://www.justice.govt.nz/assets/application-for-wavier-org-prev-waiver.pdf>)

 [Apply for a review of the decision to not waive the fee \(PDF, 27 KB\)](#)

(<http://www.justice.govt.nz/assets/Application-for-review-registrar-deputy-decision-for-waiver-refund-of-fees.pdf>)



It can take several weeks for a fee waiver decision. If you want your case to continue while you wait for a decision fill in the section called 'Ask for processes to continue while this form is being processed'.

If you want the forms sent to you, freephone the Ministry of Justice on [0800 224 733](tel:0800224733) (tel:0800%20224 733). You can also pick them up from the court.

[Find your nearest court \(http://www.justice.govt.nz/contact-us/find-us/\)](http://www.justice.govt.nz/contact-us/find-us/)

You must print the forms [single sided](#).

3 File your application for a fee waiver

If you're applying for a fee waiver, you can [file](#) this at the same time as your application form. You can file your application for a fee waiver or refund electronically or in person.

[How to file documents \(http://www.justice.govt.nz/family/family-court/about-the-family-court/how-to-file-and-serve-documents/\)](http://www.justice.govt.nz/family/family-court/about-the-family-court/how-to-file-and-serve-documents/)

Court staff will contact you if they need more information.

After you apply

A registrar or [deputy registrar](#) will look at your fee waiver application. They'll contact you and let you know if the fee is waived, or if you still need to pay the fee.

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

If you're unhappy about their decision, you can ask to have it reviewed by a judge. You'll need to do this within 20 working days of being told about the first decision.

Glossary Terms

Deputy registrar

This means: A court official with the power to make certain decisions and actions under specific legislation.

Single sided

This means: Print on one side of each page, not both.

Issues

This means: Things that haven't been agreed on.

Waive

This means: Cancel.

File

This means: To send or drop off documents at court.
