

COURT FEE REFUND APPLICATION FORM

A – APPLICANT AND CASE DETAILS

Court (ICOS/EJO/OCP) Reference _____

Name of APPLICANT	
ADDRESS of Applicant – including postcode	
EMAIL	
TELEPHONE / MOBILE	
Type of Court Document / Search (include the original endorsed document, if possible)	
Name of Parties	
Refund Amount (£)	
Date Fee Paid (dd/mm/yyyy)	
Original fee payment method (cheque, debit/credit card, prepaid account, cash)	
Fee Receipt Number (if applicable)	
Reason why fee refund is being requested	

B - BANK DETAILS

Do not complete if the refund is to be paid into a prepaid account

Account Name	
Account Number	
Sort Code	
Bank/Building Society	
Branch Name	

C – PREPAID ACCOUNTHOLDERS ONLY

ICOS or EJO Prepaid Account Number: _____

I certify that the above information is correct.

SIGNATURE: _____
Applicant/Solicitor

DATE: _____

FOR OFFICIAL USE ONLY

I have assessed the application and decided to (tick one):

Grant **Refuse** this application

Please tick whichever is appropriate:-

GRANT	
A Administrative error by NICTS	
B Duplicate payment for same action/application	
C Search fee issues – e.g. multiple surname(s)	
D Non-service of CC document due to:	
(i) incapable of being served	
(ii) defendant outside jurisdiction	
(iii) defendant not at known address	
(iv) defendant avoids service	
E Statutory Authority (EJO)	
F Overpayment by solicitor/applicant	

Amount to be refunded £ _____

REASON(S) FOR REFUSAL

Signed _____
Court Administrator / Deputy Court Administrator (delete as appropriate)

Date _____

Northern Ireland Courts & Tribunals Service
COURT FEE REFUND APPLICATION FORM

BACKGROUND

Fee Refunds

The Northern Ireland Courts & Tribunals Service (NICTS) typically only refund fees where the court has made a processing error. A fee refund may also be sought in the following circumstances:

1. If you have already paid a court or tribunal fee and wish to apply retrospectively for exemption or remission. For example, because you did not know you could apply for help or if you thought your circumstances did not allow you to apply. Such applications must be made within six months of the fee having been paid. The application for a exemption/remission can be sought by completion of an ER1 form which can be found at: [application-exemption-remission-court-fee.pdf \(justice-ni.gov.uk\)](https://www.justice-ni.gov.uk/application-exemption-remission-court-fee.pdf). In the event the retrospective application is successful the ER1 form will be used to process the refund.
2. You may apply for a refund of a search fee in cases where more than one surname may be in use (e.g. a married, separated, or divorced woman) or when there is confusion over the order of the surname and forename. This type of refund should be sought via the court fee refund form below and returned to: Financial Management and Accounts Team, Finance Branch, 2nd Floor, Laganside House, 23 Oxford Street, Belfast, BT1 3LA .

Please attach copies of both search reports to the application. In addition, if the reason for the refund is because more than one surname may be in use, the following **original** document(s) should be attached. Failure to provide supporting documentation will result in the refusal of the application.

Reason	Documents required
Married Woman	Marriage Certificate
Divorce or judicial separation	Decree Nisi/Absolute plus Birth Certificate
Legal separation	Order of Financial Provision plus Birth Certificate

Enforcements of Judgments Office

In Enforcement of Judgments Office (EJO), refunds will fall into two broad categories:

- Refunds for enforcement fees – these are governed by legislation¹; and
- Other EJO fee refunds – which will follow the typical reasons set out above.

For EJO refund applications, please complete the application form and e-mail to: frontofhouseejo@courtsni.gov.uk or post to: 3rd Floor, Laganside House, 23 Oxford Street, Belfast, BT1 3LA.

¹ Authority for refund of enforcement fees relating to an application for enforcement under Rule 11(2) of the Judgments Enforcement Rules (NI) 1981 and Practice Direction 1 of 2007 rests with the Master (EJO).

GENERAL GUIDANCE

An application for a court fee refund must be received by NICTS within six months of the fee being paid.

If relevant, please also enclose the endorsed document with the court fee refund application form when submitting it for consideration.

Outline clearly the reason that the court fee refund is being sought and provide as much relevant information as possible.

Please note that any refund of an amount previously debited from a prepaid account will be refunded to that account. Details of the prepaid account should be provided in Section C. All other refunds will be paid by BACS into the bank account nominated in Section B. In addition, when completing the Account Name at Section B, this must be **exactly the same** as the name stated on the bank account in order to avoid any issues or delays in payments being processed.

For all refund applications, except for those for search fees or to EJO where separate return arrangements exist as outlined in the sections above, please complete the application form below and submit to your local court office. Contact details of all court offices can be found at: <https://www.justice-ni.gov.uk/articles/information-our-court-offices>.