

# APPLICATION FOR FEE WAIVER, DEFERRAL AND PAYMENT BY INSTALMENTS

Department of the Attorney-General and Justice  
Northern Territory Local Courts

## INSTRUCTIONS FOR COMPLETING THIS FORM:

- This form is to be used for a waiver, deferral or application to pay by instalments.
- Waivers apply to Court Fees only and do not apply to fees to serve documents.
- You are not required to complete the financial hardship declaration unless you are applying on the basis of financial hardship.
- Supporting documentation may be required where you are applying on the basis of being an eligible Centrelink recipient, or an approved legally aided client, or where a solicitor is conducting your case pro-bono or from a community legal centre.

## SECTION A: APPLICANT'S INFORMATION \*Must be completed

Full Name:	Alias (if applicable):
Address:	Email Address:
D.O.B:	Contact Number:
Application made: <input type="checkbox"/> Personally by Applicant	<input type="checkbox"/> Via Solicitor – Agency:
Type of Fee:	Fee Amount:
Court File Number (if applicable):	

## SECTION B: WAIVER OF FEE \*Complete if you are asking for a waiver

I apply for the waiver of the full / partial fee in the amount of \$\_\_\_\_\_

If my application for a fee waiver is refused, I request a fee deferral (\*complete sections C & D)

## SECTION C DEFERRAL OF FEE \*Complete if you are asking for a deferral

I apply for deferral of the full / partial fee in the amount of \$\_\_\_\_\_ in the following terms:

Payment by instalments: \$\_\_\_\_\_ per week / month , first payment on \_\_\_/\_\_\_/\_\_\_\_\_

Payment at the completion of the matter.

Payment of fees deferred until: \_\_\_/\_\_\_/\_\_\_\_\_.

**SECTION D: REASONS \* Must be completed**

- I am on a pension and have a commonwealth health concession card. \*You must present either original or a copy with this application.
- I am legally represented by a lawyer who is providing services on either a legal aid or pro bono basis or who works for a community legal centre. \*Please have your lawyer complete Section E
- I am unable to pay the fee because of financial hardship. \*Please complete Financial Hardship Declaration attached.
- I rely on the following other grounds: \_\_\_\_\_

**SECTION E: CERTIFICATION OF LAWYER**

I certify that I am representing the applicant and that I am doing so under a grant of legal aid, on a pro bono basis, or I am employed by a community legal centre:

\_\_\_\_\_ (name of service)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Legal Aid Reference Number (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

**Waiver Granted/ Refused** (If refused, reasons):

**Deferral Granted/Refused** (If refused, reasons):

**Further information required** Y/N

Centrelink / Health Care Card sighted (if applicable) Y / N

Signed by lawyer or other supporting document provided Y / N

Authorised By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: / / 20

# FINANCIAL HARDSHIP DECLARATION

Department of the Attorney-General and Justice  
Northern Territory Local Courts

I, \_\_\_\_\_, of \_\_\_\_\_,  
make this declaration pursuant to the *Oaths, Affidavits and Declarations Act 2010* and solemnly and sincerely declare that the following is my financial position:

## INCOME (per fortnight)

Centrelink Payments	\$ _____
Salary / Wages / Contract	\$ _____
Income of Partner / Spouse	\$ _____
Other Income (i.e. investments, rent)	\$ _____
<b>Total Income</b>	<b>\$ _____</b>

## ASSETS

Bank Account	Details: _____	\$ _____
House / Land / Value	Details: _____	\$ _____
Motor Vehicle	Details: _____	\$ _____
Furniture / Goods	Details: _____	\$ _____
Other Assets	Details: _____	\$ _____
<b>Total Assets</b>		<b>\$ _____</b>

## LIABILITIES (per fortnight)

Rent / Board	\$ _____
Telephone	\$ _____
Mortgage Repayments	\$ _____
Health Care	\$ _____
Food	\$ _____
Child Care	\$ _____
Power and Water	\$ _____
Education	\$ _____
Insurance	\$ _____
Vehicle Expenses	\$ _____
Credit Card Payment	\$ _____
Clothes	\$ _____
Car Loan Payment	\$ _____
Child/Spouse Maintenance	\$ _____
Personal Loan Payment	\$ _____
Fares / Taxi / Bus	\$ _____
Other Loan Payment	\$ _____
Other Expenses	\$ _____
<b>Total Liabilities</b>	<b>\$ _____</b>

**I declare that the statement/s contained in this declaration is/are true and I know that it is an offence<sup>1</sup> to make a declaration that is false in any material particular:**

Signature: \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_ at \_\_\_\_\_

<sup>1</sup> Section 119 of the *Criminal Code Act* (NT) provides that a person making an unattested declaration that, in any material particular, is to his or her knowledge false, is guilty of a crime and is liable to imprisonment for 3 years.