

**Request for an Urgent Application - Fees checklist
Urgent applications in the High Court Family Division**

Case Number/Proposed Proceedings		Date
Applicant/ Appellant		
Respondent		
Name/s of party making the application (please state whether Litigant in Person/Counsel or Solicitor)	Address of party/legal representative making the application (please also provide phone number and reference)	
Fee to be paid in the RCJG Fees Office Room E01 (East Block) (Please tick relevant box) £50 Application without Notice £155 Application with Notice	If you cannot pay the fee you may be eligible for a fee remission in full or in part. The combined booklet and application form EX160A gives all the information you need. You can get a copy from www.justice.gov.uk Payment can be made by debit or credit cards, cash, postal orders or cheques, payable to HM Courts & Tribunals	
Undertaking to Pay I/We {Name/Solicitors/Counsel} undertake to pay the outstanding fee due and payable above in respect of this Application. Signed : NOTICE: If your payment is made by cheque which is subsequently dishonoured, steps will be taken by HM Courts & Tribunals Service to recover the fee. Non-payment of the fee may result in your case being stayed (delayed) or even struck out (stopped).		
To be completed by court staff: Name of Judge: Court number: Name of Associate : Date:		