



APPLICATION FOR STANDARD OR CONCESSION COURT FEES

Supreme Court (Fees) Regulations 2018

Applicant: <i>(or highest fee payer, where applicable)</i>			
Legal Representative: <i>(if applicable)</i>			
Contact Name: <i>(if not the Applicant, above)</i>		Telephone:	
Proceeding number: <i>(if applicable)</i>			
Mode of application: <i>(please tick one)</i>	<input type="checkbox"/> (a) The filing fee applicable to the court document submitted with this application and any subsequent filing fees that may be payable in relation to this court proceeding. <input type="checkbox"/> (b) A prescribed fee not incurred during the course of a court proceeding. <i>(for example, search fees, or other fees prescribed within Part 6 of Schedule 1 of the Regulations)</i>		

If you wish to apply to the Prothonotary for a standard or concession fee on the basis of one of the categories mentioned below, please tick the applicable box and sign this form. This form does not need to be completed if the applicant is a natural person.

Note, you may only complete this form if you are one of the following - (a) the applicant or party (in person); (b) the legal representative of the applicant; or (c) (if the applicant is not a natural person) you hold the relevant authorisation to sign on behalf of that entity.

This form must only be completed once in each court proceeding (if tick box (a) was selected, above).

STANDARD FEE PAYER

- The applicant is an entity which is a not-for-profit organisation that operates exclusively for charitable, civil or other social purposes and does not share or allocate the funds or profits of the organisation with the owners, shareholders or executives of the organisation
- The applicant is an entity that has a turnover of less than \$200,000 in the financial year before the current financial year
- The applicant is the executor or administrator of a deceased estate

CONCESSION FEE PAYER

- The applicant is the holder of a current health care card within the meaning of the *Social Security Act 1991* - **note**, a copy of this health care card must be attached to this application.

In signing this form I acknowledge that:

1. The applicant may be required to supply additional documentary evidence to support this claim.
2. Following the submission of this application and until the end of the court proceeding to which this application relates, I will notify the Court if my circumstances change.

Signed: _____

Dated: _____

Print Name: _____

Authorised capacity: _____

CATEGORY INFORMATION

The abovementioned party categories are defined within the *Supreme Court (Fees) Regulations 2018*.

No evidence is required if the applicant is - (a) a natural person other than a natural person acting in the capacity of statutory office holder (a 'standard fee payer'); or (b) a 'corporate fee payer', being an entity other than a standard fee payer or a concession fee payer.

Where a fee is sought to be paid by or on behalf of two or more applicants, then the applicant completing this form would be the highest fee payer. In such circumstances, where - (a) if one more of the parties making the request is a corporate fee payer, the fee applicable to a corporate fee payer is to be paid; or (b) if none of the parties making the request is a corporate fee payer and one or more of the parties making the request is a standard fee payer, the fee applicable to a standard fee payer is to be paid.

FEES PAYABLE

Refer to the Supreme Court fees lists, which may be obtained from the Court Registry, or may be downloaded from the [Supreme Court website](#).

For further information, please contact one of our staff from the relevant [Supreme Court Registry](#).

USE, DISCLOSURE AND SECURITY:

Your personal information and any other information you provide will be dealt with in accordance with the provisions of the *Privacy and Data Protection Act 2014*. Any information submitted or collected is captured and maintained in secure data and information management systems. The Supreme Court of Victoria will not disclose any details to any third parties without your consent, unless it is required by law. The Court stores and manages information in a secure location with access restricted to responsible court officers.

The Court takes its responsibilities in information security seriously. Any reported privacy breaches will be investigated, with remedial action taken as soon as possible after any incident. Parties will be notified if the breach is serious.