



APPLICATION FOR AUTOMATIC WAIVER OF COURT FEES

Applicant:			
Address:			
Email:		Telephone:	
Proceeding number: <i>(if applicable)</i>			
Document type or service sought to be waived:		Filing fee:	

WARNING:

You are about to complete a statutory declaration, which is a legally binding document.

By law, any person who knowingly makes an untrue or misleading statement in a statutory declaration is guilty of an offence and, if found guilty, can be fined and/or imprisoned.

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 (Vic.)*. 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.

AUTOMATIC WAIVER OF FEES

If you wish to apply to the Prothonotary for a fee waiver on the basis of one of the five categories mentioned below, please tick the applicable box and proceed to section (G) of this application ('Declaration of Applicant').

You must provide evidence supporting your claim, in addition to this application form.

- I am legally represented in the proceeding under a pro-bono scheme administered by or on behalf of the Victorian Bar, the Law Institute of Victoria or Justice Connect;
- I am legally represented in the proceeding on a pro-bono basis by a community legal centre;
- I have been granted legal aid funding for the proceeding;
- I am serving a sentence of imprisonment or am otherwise detained in a detention facility;
- I am under 18 years of age.

Note – waivers under these categories do not apply to search, photocopy and 'late filing' fees.

G) DECLARATION OF APPLICANT

This statutory declaration must be witnessed by a Justice of the Peace, police officer, pharmacist or other person qualified to witness statutory declarations under section 30(2) of the [Oaths and Affirmations Act 2018](#) (Vic.). Alternatively, this document may be witnessed at the Court registry when you submit the application.

I [print name, address and occupation of person making the statutory declaration], make the following statutory declaration under the Oaths and Affirmations Act 2018:

1. I am the Applicant for a waiver of court fees;
2. I have read the details of this application and the other information attached to it;
3. The facts in this application are within my personal knowledge, and I believe them to be true and correct;
4. All other facts are true to the best of my knowledge, information and belief;
5. I have disclosed all relevant financial information;
6. I am aware that it is an offence to provide information or a document in connection with this application that is false or misleading;
7. I may be required to provide further documentary evidence to support my claim; and
8. 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.

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

[signature of person making this statutory declaration in the presence of the authorised statutory declaration witness]

Declared at [place] in the State of Victoria
on [date]

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:

[signature of authorised statutory declaration witness]

on [date]

[full name and personal or professional address of authorised statutory declaration witness in legible writing, typing or stamp] [qualification as an authorised statutory declaration witness]

A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration.

This application was prepared by: The Applicant A lawyer
If prepared by a lawyer, please provide additional information below:

Name of lawyer:	Solicitors Code:
Filed on behalf of:	Telephone:
Prepared by:	DX:
	Ref:

Risk Management & Responding to privacy breaches

As noted above, 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 (Vic.)* 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

H) NOTICE OF REQUEST FOR MORE INFORMATION

(Office Use Only)

Having considered your application, the Prothonotary requests you to provide the following documentary evidence:

Signature of officer

Date issued