

Making Petty Debt Bulk Applications

Introduction

The Petty Debt bulk application form allows you to submit multiple applications and make a single payment for all the fees.

Before you complete the form ensure you have the following:

- The names of the cases and claim amounts
- A valid email address
- A valid debit or credit card

Once you have completed the form and made the required payments, we will send the following to you by email:

- A payment receipt
- A schedule of the cases.

To complete the form:

Step 1 – Enter your details

Enter the name of the company or organization and a valid email address. If you are applying as an individual, just enter your name and email address.

Pay your court fees for Petty Debts

Before you start

Your details

Payment

Company name *

Acme Ltd



Company email *

accounts@acme.je



Step 2 – Enter your full name and email address.

Enter your full name a valid email address. The payment receipt and schedule of claims will be sent to this email address, so you must ensure that the address is entered correctly.

Your full name *

Peter Smith



Your email *

p.smith@acme.je



Application details *

Add application

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Step 3 – Add the claims

Click the Add application button.

The claim entry screen will be displayed:

Application type *

Case Name *

Claim amount *

Fee *

✕ Cancel

✓ Add application

Step 4– Select the type of claim

Select the correct transaction type for the claim you are about to enter.

Application type *

Select

Select

Petty Debt Claim up to £100

Petty Debt Claim £100.01 to £500

Petty Debt Claim £500.01 to £1,000

Petty Debt Claim £1,000.01 to £5,000

Petty Debt Claim £5,000.01 to £10,000

Petty Debt Claim £10,000.01 to £15,000

Petty Debt Claim £15,000.01 to £25,000

Petty Debt Claim £25,000.01 to £30,000

Depending on the value of the claim selected, the relevant fee will be shown at the bottom of the input form.

Step 5 – Add the details of the claim

Add the case name, and claim amount:

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Application type *

Petty Debt Claim up to £100

 ✓

Case Name *

Acme vs A. Customer

 ✓

Claim amount *

£75.00



 ✓

Fee *

£7.00

If the details are correct, click Add application. Otherwise, edit the details or click Cancel.









When you add a claim, it will be displayed on the form:

	Application type	Case Name	Claim amount	Fee	maxValue	minValue
 	Petty Debt Claim up to £100	Acme vs A. Customer	£75.00	£7.00	100	1

You can delete or edit a claim using the appropriate icon on the left of the claim details.

Step 6 Add further claims

Click Add application to add more claims. As these are added, they will be listed. The form will display the total of the claimed amounts and the total fee payable.

	Application type	Case Name	Claim amount	Fee
 	Petty Debt Claim up to £100	Acme vs A. Customer	£100.00	£7.00
 	Petty Debt Claim £100.01 to £500	Sandy Beach vs Cliff Path	£450.00	£18.00
 	Petty Debt Claim £500.01 to £1,000	Aggregate Supplies vs Iona Castle	£750.00	£43.00
 	Petty Debt Claim £1,000.01 to £5,000	Acme Dental Clinic vs Phill McCavity	£2500.00	£104.00

Application details *

Add application

Totals

Claim total
£3,800.00

Fee total
£172.00

< Previous

✕ Cancel

Next >

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Step 7 Review the claims

When you have finished entering the claims, carefully check the details. If you need to make any changes or delete anything, use the edit and delete icons.

When ready to proceed, click Next.

Step 8 – Confirm your details

The Confirm details screen will be shown:

Pay your court fees for Petty Debts

Before you start Your details **Payment**

Confirm details

Amount to pay *

£390.00

◀ Previous

✕ Cancel

✔ Submit

To correct any errors click Previous. To cancel the whole batch, click Cancel. To proceed click Submit.

Step 9 – Review your shopping basket.

The shopping basket screen will be displayed:

Shopping basket

Your items

Check the details are correct and proceed to checkout to pay.

Description	Quantity	Item price	Amount to pay
Judicial Greffe General-PCF-692671188 FS1234 Jersey	1	£402.00	£402.00

Items in basket 1

Shopping basket amount £402.00
to pay

Cancel Transaction

Checkout

To cancel the batch, click Cancel Transaction. To proceed, click Checkout.

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Step 10 – Checkout.

The Payment detail screen will be displayed:

Payment details



* indicates a required field

Card details

Select your payment type.
An asterisk (*) denotes a mandatory field

Name on card *

J. Smith

Card number *

1234567812345678

Expiry date *

01 42

CVC number *


This is the 3 or 4 digit number that is on the back of your card

999



Continue to checkout summary

Order summary

	
Judical Greffe General-PCF-692671188	
Quantity	1
Total	£402.00
Total price	£402.00

Step 11 -Enter your payment card details

Enter your debit or credit card details and click Continue to checkout summary.

If the card details are correct, the payment Summary screen will be displayed:

Payment Summary

Payment method

Visa Debit ending in 0003

[Edit payment method](#)

Review items



Judical Greffe General-PCF-692671188

Quantity 1

Total price £402.00

Order total

£402.00

Confirm payment

Step 12- Confirm payment

Click Confirm payment to proceed.

Whilst the payment is being made, the Authorising your payment screen will be displayed.

Authorising your payment

Please wait

We are processing your payment. Please do not refresh or close this page.



If the payment is successful, the Standard Receipt screen will be displayed:

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Standard Receipt - You MUST Click 'Finish' to Complete Your Transaction

Your Payment has been made Successfully.

Payment made to

Government of Jersey
19-21 Broad Street
St Helier
Jersey
JE2 3RR

Payment details

Receipt Number : ZZES00001975
Auth Code : 999779
Transaction Type : Card
Card Type : Visa Debit
Card Number : *****0003
Date : 04/03/2025 09:20:31

Payment received from

J. Smith

Description	Quantity	Item price (£)	Paid (£)
Judical Greffe General PCF-692671188	1	402.00	402.00
FS1234			
Total			402.00

Your payment has been accepted

Your account will be debited the amount shown above

Please retain a copy of this receipt

This is not a GST receipt. Click [here](#) for a GST receipt.

Email address

By default, if you enter an email address a receipt will be emailed to you.

Email

Finish

Print

Step 13 – Obtaining a copy of the card payment receipt.

If you require a copy of the debit/credit card payment receipt for your records, you can enter your email address and click Email, click Print to download a copy, or both.

Note: this is not the Court receipt. It is just a receipt for the card payment:

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Payment made to
Government of Jersey
19-21 Broad Street
St Helier
Jersey
JE2 3RR

Payment details
Receipt Number ZZES00001975
Auth Code 999779
Transaction Type Card
Card Type Visa Debit
Card Number *****0003
Date 04/03/2025 09:20:31

Payment received from
J. Smith

Description	Quantity	Item price (£)	Paid (£)
Judical Greffe General PCF-692671188 1		402.00	402.00
FS1234			
Total			402.00

Step 14 – Click Finish.

You must click Finish to continue.

The following confirmation will be displayed:

Your reference number is PCF-692671188.

Thank you for submitting Pay your court fees

Are you applying on behalf of company?: No

Your full name: John Smith

Your email: J.smith@somemail.com

Court or department: Family Court

Application type: Application to file for divorce or dissolution of civil partnership

Case name (and reference if known): J. Smith versus A. Smith

Additional information:

Application fee: 402.00

Total fee payable: 402.00

Fee code: MCP-1

pay:

Amount to pay
£402.00

[Download PDF](#) [Continue »](#)

A copy of the Court receipt will be emailed to the address entered on the first screen along with a schedule of the claims entered.

If you also wish to download a copy of the Court receipt, click Download PDF.

Remember to send a copy of the Court receipt with your application along with the schedule of claims and keep a copy for your own records. If you have any queries, please quote the Reference number shown on the receipt.

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Step 15 – Completing the transaction.

Click Continue to complete the transaction.