

Pay your court fees by BACS

Introduction

The Pay your court fees via BACS form allows you to notify us that you are going to pay a court fee or invoice using a BACS payment.

Before you complete the form ensure you have the following:

- The name of the Court or Department you're applying to
- The type of application you're making
- One of the following
 - The name of the case and/or reference, if known (Court applications)
 - The name of the deceased person (Probate applications)
 - The invoice number (if you paying an invoice)
- a valid email address

Once you have completed the form and confirmed that you are going to make a BACS payment, we will send you a payment advice by email.

When you make your BACS payment, you must enter the reference number shown on the advice (e.g. BACS-89876524) in the reference field of the payment. Failure to enter this reference number will lead to delays in processing your application.

If you are submitting your application electronically, download the payment advice and include a copy with your application along with a copy of the confirmation of the BACS payment.

If you are submitting your application on paper, print out this payment advice, attach it to your application and include a printed copy of the confirmation of the BACS payment.

The payment advice and copy of the BACS payment replace the treasury receipt.

Fields marked with an asterisk are mandatory and must be completed.

To complete the form:

Step 1 – Enter your details

If you applying on behalf of a company, enter the name of the company and a valid company email address. If you are an individual, skip this step.

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Before you start

Your details

Payment

Company name

Company email

Step 2 – Enter your full name and email address.

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

Your full name *

John Smith

Your email *

J.smith@somemail.com

Step 3 – Select the desired court or department.

Select the desired court or department from the dropdown list:

Court or department *

Select

Select

Court of Appeal

Probate

Protection

Samedi Division

Note that the BACS form can only be used to advise us of payments for £5,000 and above. Therefore, only those fees which amount to or exceed this value are shown in the dropdown list.

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Step 4 – Select the desired fee type.

Depending on the court or department chosen, a list of fees will be shown. Select the desired fee from the list:

Court or department *

Probate

Application type *

Select

Select

Personal application

Corrective Affidavit

Copy Request

Stamp Duty

There are two types.

1. Fixed fees

If the application fee is fixed, the selected application and fee amount will be displayed, along with the total fee payable. Go to Step 5.

2. Variable fees

If the application fee is dependent on the number of days or half-days required, a quantity will be requested:

For example, in the Samedi Division , if the following application type is chosen:

Court or department *

Samedi Division

Application type *

Representations etc., claim or assets more than £10 million, hearing per half day

You will be prompted to enter the number of days required

For example, if two days are requested at £5,000 per day, the total fee payable will be £10,000 and this will be displayed at the bottom:

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Application fee *

£ 5,000.00



Quantity needed *

2



Total fee *

£ 10,000.00

Go to Step 5.

3. User input

Some departments, such as Probate, will ask you to complete a Personal Applications and advise you of the stamp duty to be paid. In this case, select Personal Application from the list of fees:

Application type *

Personal application

You will then be prompted to select the relevant Application Fee, enter the amount of Stamp Duty payable and, if applicable, the correct Registration Fee. Enter the amounts as advised to you by the Probate Department:

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Application fee *

- ☐ £100 ✓
- ☐ £200
- ☒ £335
- ☐ £500
- ☐ £670

Stamp duty *

Provided on the fee note

£ 10,500.00

Administration fee

Provided on the fee note

£ 150

Total fee *

£ 10,985.00

The form will calculate and display the total fee payable. Go to Step 5.

Step 5 – Enter the application reference.

Enter the application reference. If you have already been given an application reference number by the court or department, enter the details:

Application reference *

FAM 2024-11-23/124

Otherwise, please provide some details of the application. These would usually be the case name, name of deceased, reference number, invoice number or other details to enable the application to be easily identified by the relevant court or department. For example, in a probate application, these may be:

Name of deceased person *

Fred Flintstone

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Step 6 – Enter any additional information.

If you would like to provide any other information, please enter it into Additional Information. This is optional but may be useful if you need to clarify something about your application.

Additional information

Probate application for the late Fred Flintstone

Step 7 – Check your details. .

Carefully check the details that you have entered. When ready, click Next.

The Confirm details screen will be shown:

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Before you start

Your details

Payment

Confirm details

Amount to pay by BACS

£10,985.00

◀ Previous

✕ Cancel

✔ Submit

Step 8 – Click Submit

To correct any errors click Previous. To cancel the transaction, click Cancel. To proceed click Submit. A transaction confirmation will be displayed:

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Your reference number is BACS-722600207.

Thank you for submitting Pay your court fees via BACS

Company name: Stephens Law

Company email: s.france2@gov.je

Your full name: Stephen France

Your email: s.france2@gov.je

Court or department: Probate

Application type: Personal application

Name of deceased person: Fred Flintstone

Additional information: Probate application for the late Fred Flintstone

Application fee: £335

Stamp duty: 10500.00

Administration fee: 150.00

Total fee: 10985.00

Fee code: PB-PAF

Amount to pay by BACS: 10985.00

 [Download PDF](#)

[Continue »](#)

Step 9 – Download a copy and/or click Continue.

If you wish to download a copy of the payment advice click Download PDF.

Click Continue to complete the transaction.

A copy of the payment advice will be emailed to the address entered on the first screen.

Step 10 - Make your BACS payment

Make the relevant BACS payment from your bank account.

When prompted to enter a reference, use the reference number shown on the payment advice. Using the example above, enter BACS-722600207. If your bank does not permit special characters such as hyphens, just type the letters and numbers:

BACS722600207.

If you do not enter this reference number, your application may be delayed.

Remember to send or attach a copy of the payment advice and a copy of the BACS payment receipt with your application 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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Please note that it may take up to five working days to verify that a BACS payment has been received.