

Pay your court fees online

Introduction

The Pay your court fees form allows you to pay for various court fees using a debit or credit card and means you can make applications without having to obtain a treasury receipt from Customer and Local Services (CLS).

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 name of the patent, registered design or trade mark (Intellectual property applications)
 - Reference (Planning Appeal applications)
 - Client name (Public Registry applications)
- a debit or credit card
- a valid email address

Once you have completed the form and made a payment, we will send you a Court payment receipt by email. If you are submitting your application electronically, download the Court receipt and include a copy with your application.

If you are submitting your application on paper, print out this Court payment receipt and attach it to your application.

The Court receipt replaces the treasury receipt.

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

To complete the form:

Step 1 – Are you an individual or a company?

Are you applying on behalf of company? *

If you are applying as an individual, select No and proceed to step 2.

If you are applying on behalf of a company, click 'Yes' and then enter the company name and email address:

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Company name *

Stephenson Law

Company email *

inquiries@stephensonslaw.je

Step 2 – Enter your full name and email address.

Enter your full name and a valid email address. The Court payment receipt 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

Samedi Division (Royal Court & Master)

Court of Appeal

Family Court

Petty Debts

Tribunals

Probate

Public Registry

Intellectual Property

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:

Your first name *

Select

Application to file for divorce or dissolution of civil partnership

Institute proceedings - following grant of application

Institute proceedings - petition or cause application

File amended petition or cause application

File answer to petition or cause application

Hearing defended clause, per half day

Application for decree absolute or conditional order in civil partnership

Financial orders - application for consent order (a)

Financial orders - other than consent order (b)

Financial orders - other than (a) or (b)

Contested hearing, before the court per half day

Filing notice of appeal

Appeals, per half day

Commission for examination of witnesses abroad, issue of

Letters of request - service process outside Jersey

Letters of request - witness abroad

Evidence - taken by Viscount, per half day

Evidence - copy of transcript of, for each page

Service by Viscount (each party served)

There are four fee 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.

Application type *

Application to file for divorce or dissolution of civil partnership

Application reference *

Application fee *

£ 130.00

Total fee payable *

£ 130.00

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2. Variable fees

If the application fee is dependent on a number of documents or applications, a quantity will be requested:

For example, in the Family Court, if the following application type is chosen:

Application type *

Evidence - copy of transcript of, for each page

You will be prompted to enter the quantity of copies required:

For example, if three copies are requested at £16 per page, the total fee payable will be £48:

Application fee *

£ 16.00

Quantity needed *

3

Total fee payable *

£48.00

The Total fee payable will be displayed. Go to Step 5.

3. User input

Some departments, such as Probate, will send you a fee note advising the fee that must be paid. In this case, select Pay a fee note from the list of fees:

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Court or department *

Probate

Application type *

Pay a fee note

You will then be prompted to enter the amount shown on the fee note:

Application fee *

£ 1200

Total fee payable *

£ 1,200.00

The total fee payable will be displayed. Go to Step 5.

4. Mixed fee

A mixed fee is comprised of a fixed fee and variable fee. If you request 'Date fix with hearing', the date fix fee is fixed and the hearing fee will depend on the hearing length and quantity needed:

Application fee *

£ 151.00



Hearing length *

Full days - £786



Quantity needed *

1



Hearing fee

£ 786.00

Total fee payable *

£ 917.00

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Select the hearing length from the dropdown menu and then enter the quantity required. The total fee payable is calculated and shown. 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, trade mark, registered design or patent name, reference number or other details to enable the application to be easily identified by the relevant court or department. For example, in a divorce case, these may be:

Case name (and reference if known) *

J. Smith versus A. Smith

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

Request for additional hearing

Application fee *

Step 7 – Check your details. .

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

The payment confirmation screen will be shown:

Pay your court fees

Before you start

Your details

Payment

Confirm details

Amount to pay *

£402.00

< Previous

✕ Cancel

✓ Submit

Step 8 – Review your shopping basket.

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

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

Step 9 – Checkout.

If you wish to cancel, click Cancel Transaction, otherwise click Checkout.

The Payment detail screen will be displayed:

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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 10 -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 11- 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 12 – 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 13 – 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.

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 and keep a copy for your own records. If you have any queries, please quote the Reference number shown on the receipt.

Step 14 – Completing the transaction.

Click Continue to complete the transaction.