



HIGH COURT OF AUSTRALIA

[How to lodge a fee exemption application or application to pay the financial hardship fee](#)
Applications for fee exemption or to pay the financial hardship fee are made after the matter has been submitted.

Once you have successfully submitted a new matter, a payment screen displays with the fee that is due in order to file the matter.

Invoice Details

Invoice Number: HCAINV-12870

Fee Type: Form-23, Civil-Fee for Filing by Individual/Natural Person

Amount Due: **\$4,315.00**

Payments

Please make payment of the total amount due using your Mastercard or Visa card.

Card Payment

Fields marked with an asterisk (*) are required.

Card number*

Cardholder's name*

Expiry month* Expiry year*

Card verification code*

[PAY NOW](#) [EFT/OTHER PAYMENT](#) [APPLY FOR FEE EXEMPTION](#)

At the foot of this page, you have the options to pay now with a credit card, pay later using EFT or make an application for fee exemption. If you wish to apply for a fee exemption or to pay the financial hardship fee, click the button.

This will bring up a pop-up window where you can upload your signed application for fee exemption or to pay the financial hardship fee:

Application for fee exemption

Please Upload the file

Click or drag file to this area to upload

File name	Type *	Description
HCA_fee_exemption_Y30_202...	Type	Please Enter Description

Select...

Cancel Complete

The file is added by dragging it onto the icon or, alternatively, clicking on the text that reads 'Click or drag file to this area to upload', navigating to the file and selecting **Open**.

If you make a mistake, you can remove the uploaded document and upload the correct one.

Select the type of document you are uploading, either a fee exemption application or an application to pay the financial hardship fee:

File name	Type *	Description
HCA_fee_exemption_Y30_202...	Type	Please Enter Description

Select...

Application for Fee Exemption

Application for Hardship

Then confirm the type of application you are making in the field below:

File name	Type *	Description
HCA_fee_exemption_Y30_202...	Application for Fee Exemption	Please Enter Description

Select...

Application for Fee exemption

Application for Hardship

If you are applying for a fee exemption, you will need to select the reason that applies:

Application for Fee exemption

☐ Youth allowance
☐ Health Care Card
☐ Austudy payments
☐ ABSTUDY benefits
☐ Pensioner Concession Card
☐ I am younger than 18 years of age
☐ Commonwealth Seniors Health Card
☐ I am in receipt of Legal Aid for these proceedings
☐ I am an inmate of a prison or otherwise detained in a public institution
☐ Any other card that certifies entitlement to Commonwealth health concessions
☐ I am acting as litigation guardian for a litigant who satisfies the reason indicated above
☐ I have been granted assistance for these proceedings in the High Court under Part 11 of the Native Title Act 1993 or funding to perform functions of a representative body under s 203FE

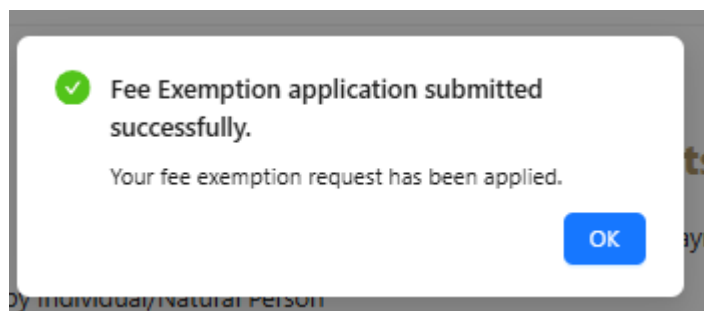
Cancel Complete

If you are applying to pay the financial hardship fee, the reasons displayed will not be relevant and your pop-up window will be different:



The screenshot shows a web form titled 'Application for Hardship'. Below the title bar, there are two buttons: a red 'Cancel' button with a small 'X' icon and a brown 'Complete' button.

Once you are satisfied all the information required is entered, click the **Complete** button. A confirmation message will appear and the fee exemption / financial hardship application has been provided to the registry with the new matter for approval.



Please note: if you are applying to pay the financial hardship fee and your application is approved, you will be issued with a fresh invoice in the correct amount for the financial hardship fee.

If your fee exemption application is approved, the invoice will be removed from your payments list in the DLS Portal.