

Application to Waive & Request for Exemption of a Court Fee

An application to Waive/Request for Exemption of Court Fee's must be completed for each fee bearing document.

For further information regarding eligibility please refer to <https://www.courts.act.gov.au/fees-fines-and-costs>. Court Fees are also located on the same page.

Request for Exemption of Fees

A party who is the primary cardholder of a Health Care Card, Low Income Health Care Card or Pensioner Concession Card issued by Services Australia, or of a Pensioner Concession Card issued by the Department of Veterans' Affairs; are eligible for an automatic fee exemption. However, users seeking fee exemptions must complete and upload the relevant form along with a certified copy of the current, relevant card.

Application for Waiver of Fees

The Registrar of a Court has the power to waive all or part of a court fee where the Registrar considers that payment of the full fee would result in hardship.

NOTE: You must already have a file document saved to your computer that contains the application to waive fee or request for exemption, your proof of entitlement document and a proposed copy of the related fee attracting document.

Lodge an application to Waive or Request for Exemption of Fee

An application to Waive or Request for Exemption of Fee is a type of originating document.

01. From the eLodgment main menu click **Lodge a Document**.

Incoming Documents	
You do not have any unread documents	
Show all...	
Menu	
Lodge a document	Lodge a new document
View Pending Batches	View any unfinished batches awaiting lodgment
View Lodged Batches	View previously lodged batches
View Documents for ACT Courts eLodgment Admin	View Documents previously lodged by ACT Courts eLodgment Admin

The **Type of Document Lodgment** screen displays.

02. Select the jurisdiction of *Magistrates Court or Supreme Court*.

The jurisdiction is selected. The division is set to *Civil* and the location is set to *Canberra*.

03. Click on the **Please select the type of document to be lodged** drop down, scroll through the document list and select *Application to Waive or Request for Exemption of Fee*.

The selected document appears in the field.

Document details	Type of Document Lodgment
Type of document	Please select Jurisdiction to lodge with: *
	Jurisdiction: Magistrates Court Division: Civil Location: Canberra
	Please select the type of document to be lodged: *
	Application to Waive or Request for Exemption of Fee
	If an application to reduce the fee on this document has been granted please enter the matter number and year:
	Matter Ref: FEE /
	* Indicates Mandatory Fields
Delete document Next	

04. Click the **Next** button.

The **Contact Information for this Lodgment** screen is displayed.

Document details	Document Selected
Type of Document	Application to Waive or Request for Exemption of Fee
Contact Details	Contact Information
	Please enter your contact details for this lodgment:
	Contact Name:
	Contact Ph:
	Contact Fax:
	Contact eMail: CourtsICMSServiceDesk@c
	Reference:
Save for later Delete document Back Next	

If you have a phone number and an email address recorded against it in the court's system then these details automatically populate. Reference: this is your firm reference for this matter.

05. Complete/update all the fields as necessary.

06. Click the **Next** button.

The **Add Applicant** screen displays.

07. Complete the applicant details screen

The fields below change slightly depending on the party type ie. Individual or Corporation.

The screenshot shows a web application interface. On the left is a sidebar titled 'Document details' with a tree view containing 'Type of Document', 'Contact details', 'Applicants', and '(Add Applicant)'. The main content area is titled 'Document Selected' and shows 'Application to Waive or Request for Exemption of Fee'. Below this is a section titled 'Add Applicant'. It contains a form with the following fields: 'Select the type of Applicant: *' with radio buttons for 'Individual' (selected) and 'Corporation'; 'Surname: *' with a text input; 'Given Names: *' with a text input; 'Date of Birth:' with a text input; 'ABN:' with a text input; 'Address: *' with three stacked text inputs; 'Suburb: *' with a text input; and 'PostCode: *' with a text input and a dropdown menu set to 'ACT'. There is also an unchecked checkbox for 'Add Related Person/Organisation'. A red asterisk note at the bottom left of the form area states '* Indicates Mandatory Fields'. At the bottom of the page are four buttons: 'Save for later', 'Delete document', 'Back', and 'Next'.

08. Click **Next**.

09. A summary screen showing the party entered (along with their role and named position) appears.

The screenshot shows the 'Applicants' summary screen. The sidebar on the left is the same as in the previous screenshot, but the 'Applicants' item is selected, showing 'smith' below it. The main content area is titled 'Applicants' and shows a table with the following data:

Name	Role	Named Pos		
smith	1	1	Edit	Delete

Below the table are two links: [Add Applicant](#) and [Edit Roles and Named Positions](#). At the bottom of the page are four buttons: 'Save for later', 'Delete document', 'Back', and 'Next'.

10. Click the **Next** button.

The **Upload Document** screen appears.

The screenshot shows the 'Upload Document' screen. The sidebar on the left is the same as in the previous screenshots, but the 'Upload Document' item is selected. The main content area is titled 'Upload Document:' and shows 'Supported file formats: .doc, .docx, .pdf'. Below this are two buttons: 'Choose File' and 'No file chosen'. Below these is a button labeled 'Upload Selected File'. At the bottom of the page are four buttons: 'Save for later', 'Delete document', 'Back', and 'Next'.

NOTE: You must already have a file document saved to your computer that contains the fee application, your proof of entitlement document (as one document).

11. Click the **Choose File** button

The file browser window opens.

12. Locate the relevant file and click on it.

The file is selected.

13. Click on the **Upload Selected File** button.

The file appears under the Uploaded File.

Document details

Type of Document

Contact details

Applicants

Smith

[Upload Document](#)

Document Selected

Application to Waive or Request for Exemption of Fee

Upload Document:

Uploaded File:

Application for Fee Waiver.docx

[Preview](#)

[Remove](#)

NOTE: At this stage, only the Application to Waive Court Fee can be filed. After the fee waiver application is decided, you will be notified to submit the related document for filing.

[Save for later](#) [Delete document](#) [Back](#) [Next](#)

Information Entered

1 Document Type selected: Application to Waive or Request for Exemption of Fee

2 Document Contact information entered:

3 Applicant details: Smith

14. Click the **Next** button.

The Batch Details screen appears. The document can now be lodged. There is no fee to lodge this document.

Batch Details

Batch name:

New Batch from 21-Oct-2025 09:10 AM [Rename batch...](#)

Batch contents:

Select **Type of Document** **Matter Title** **Status**

☐ Application to Waive or Request for Exemption of Fee smith Ready for Lodgment [Edit...](#)

[Delete Selected](#) [Move Selected to another Batch](#) [Preview All...](#)

[Close Batch](#) [Delete this batch](#) [Add another document...](#) [Lodge](#)

15. Lodgment Confirmation screen will display. Select Confirm and Lodge

Lodgment Confirmation

Items for submission:

Type of Document	Matter Title
Application to Waive or Request for Exemption of Fee	smith

Please confirm you wish to lodge this document with the Magistrates Court of the Australian Capital Territory...

[Return to previous page](#)

[Confirm and Lodge](#)

Below screen appears. Process is complete when Rendering is finished and you can view the completed batch

Process Batch

Batch Processing in Progress

```
21 Oct 09:15:25 Batch Confirmation received with no payment necessary

21 Oct 09:15:25 Sending data for 1 Document(s):
21 Oct 09:15:25 Sending data for Fee Waive Request Exempt Fee - smith...
21 Oct 09:15:27 Data sent for Fee Waive Request Exempt Fee - smith.
21 Oct 09:15:27 Processing 1 Document(s):
21 Oct 09:15:27 Starting Fee Waive Request Exempt Fee - smith...
21 Oct 09:15:27 Initial processing finished on MC/CIV/CAN/FEE/2/2025 (smith)

21 Oct 09:15:28 Rendering documents for 1 Matter(s):
21 Oct 09:15:28 Rendering MC/CIV/CAN/FEE/2/2025
21 Oct 09:15:31 Rendering finished on MC/CIV/CAN/FEE/2/2025
```

[View Completed Batch...](#)

Batch Details

Batch details:

New Batch from 21-Oct-2025 09:10 AM

Batch contents:

Type of Document	Matter Title	Created	Fee
Fee Waive Request Exempt Fee (ELodged)	MC/CIV/CAN/FEE/2/2025 smith	21 Oct 2025 09:10 AM	\$0.00 View...

[Download all as Zip file](#)

[Return to Main Menu](#)

After lodgment the Court reviews the application and then records one of three outcomes. Either they will request further information needed to assess the application, reject the application, or accept the application and issue a fee waiver or exemption. The Court will notify you of the outcome. If successful you can then lodge the fee bearing document through eLodgment. (This process is not instant)

Your fee exemption has been granted follow the below steps

16. From the eLodgment main menu click **Lodge a Document**.
17. Select the jurisdiction, division and location where the fee bearing document is to be lodged.
18. Click on the document type drop down field and select the fee bearing document.
19. Type the index number and year of the **FEE matter**.

Document details | **Type of Document Lodgment**

[Type of document](#)

Please select Jurisdiction to lodge with: *

Jurisdiction: Magistrates Court ▼ Division: Civil ▼ Location: Canberra ▼

Please select the type of document to be lodged: *

If an application to reduce the fee on this document has been granted please enter the matter number and year:

Matter Ref: FEE /

* Indicates Mandatory Fields

Delete document Next

20. Click **Next** and complete the lodgment wizard as normal.

The **Batch Details** screen is displayed.

21. Click the **Lodge** button.

Once the fee matter has been applied, the **Payment** screen displays. It first lists all of the documents on the batch and how much is to be paid to lodge each of them. The amount that the Court has ordered to be paid as part of the FEE application appears here.