



COURTS AND GENERAL REGISTRY (MISCELLANEOUS FEES) ORDER 2024

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Statutory Document No. 2024/0079



Interpretation Act 2015

COURTS AND GENERAL REGISTRY (MISCELLANEOUS FEES) ORDER 2024

Laid before Tynwald:

Coming into operation in accordance with Article 2

The Treasury makes the following Order under section 81 of the Interpretation Act 2015.

PART 1

INTRODUCTION

1 Title

This Order is the Courts and General Registry (Miscellaneous Fees) Order 2024.

2 Commencement

This Order comes into operation on 1 April 2024¹.

3 Interpretation

In this Order —

“**chancery procedure**” is to be construed in accordance with Part 5, Chapter 4 (chancery procedure) of the Rules of the High Court of Justice 2009²;

“**employed person’s allowance**” is to be construed in accordance with the Social Security Contributions and Benefits Act 1992³, as it applies to the Island;

¹ Tynwald procedure – negative, as defined in section 32 of the Legislation Act 2015, in accordance with section 81(1) of the Interpretation Act 2015.

² SD 352/09.

³ The Schedule to the Social Security Contributions and Benefits Act 1992 (Application) Order 1994 sets out the Social Security Contributions and Benefits Act 1992 (1992 c.4) as it is applied to the Island, subject to the exceptions, adaptations and modifications specified in that Order.

“**income support**” is to be construed in accordance with the Social Security Contributions and Benefits Act 1992, as it applies to the Island;

“**income based job seeker’s allowance**” is to be construed in accordance with the Social Security Contributions and Benefits Act 1992, as it applies to the Island;

“**ordinary procedure**” is to be construed in accordance with Part 5, Chapter 5 (ordinary procedure) of the Rules of the High Court of Justice 2009;

“**proceedings**” is to be construed in accordance with the High Court Act 1991;

“**relevant record**” is to be construed in accordance with the Probate Rules 1988⁴;

“**small claims procedure**” is to be construed in accordance with Part 5, Chapter 2 (small claims procedure) of the Rules of the High Court of Justice 2009;

“**summary procedure**” is to be construed in accordance with Part 5, Chapter 3 (summary procedure) of the Rules of the High Court of Justice 2009.

PART 2

COURTS SERVICES FEES

4 Interpretation

In this Part, “**table**” means the table in Schedule 1.

5 Court Services Fees

For each matter described in the second column of the table, the fee prescribed in the corresponding third column of the table, subject to articles 6, 7, 8 and 9.

6 Fees in respect of entries 4, 5.3(ii) and 7 in the table

- (1) This article applies to a matter described at Fee Code 4.1 to 4.4, 5.3(ii), and 7.1 to 7.4 of the second column of the table.
- (2) The fee in respect of such matters is payable in full and immediately when it falls due.
- (3) Despite paragraph (2), where condition 1 and condition 2 are satisfied, a fee payable in respect of a matter to which this article applies may –
 - (a) be paid in instalments such that the full fee is paid within a period not exceeding three months beginning with the day the fee fell due; or
 - (b) be deferred for a period not exceeding 12 months beginning with the day the fee fell due.

⁴ GC 166/88, as amended by GC 176/92, SD 356/09 and SD 2016/0108.

- (4) Condition 1 is that, at the time the fee arises, P is not legally represented in the proceedings (including any appellate proceedings).
- (5) Condition 2 is that, at the time the fee arises, P —
 - (a) is in receipt of employed person's allowance, income support or income based jobseeker's allowance; or
 - (b) has an annual net income of less than £4000.00.

7 Fees less than £253.50

- (1) This article applies to a matter described in the second column of the table —
 - (a) which is not a matter referred to in article 6; and
 - (b) the fee payable prescribed in the corresponding third column of the table is less than £253.50.
- (2) The fee in respect of such matters is payable in full and immediately when it falls due.

8 Fees equal to or greater than £253.50: P legally represented

- (1) This article applies to a matter described in the second column of the table where —
 - (a) the matter is not a matter referred to in article 6;
 - (b) the fee payable prescribed in the corresponding third column of the table is equal to, or greater than, £253.50; and
 - (c) at the time the fee arises, P is legally represented in the proceedings (including any appellate proceedings).
- (2) The fee in respect of such matters is payable in full and immediately when it falls due.

9 Fees equal to or greater than £253.50: P not legally represented

- (1) This article applies to a matter described in the second column of the table where —
 - (a) that matter is not a matter referred to in article 6;
 - (b) the fee payable prescribed in the corresponding third column of the table is equal to, or greater than, £253.50;
 - (c) at the time the fee arises, P is not legally represented in the proceedings (including any appellate proceedings); and
 - (d) at the time the fee arises, P, —
 - (i) is not in receipt of employed person's allowance, income support or income based jobseeker's allowance; or
 - (ii) has an annual net income greater than £4,000.00.

- (2) The fee in respect of such matters is payable in full and immediately when it falls due.

PART 3

GENERAL REGISTRY MISCELLANEOUS FEES

10 Interpretation

In this Part, “**table**” means the table in Schedule 2.

11 General Registry miscellaneous fees

- (1) For each matter described in the second column of the table, the fee prescribed in the corresponding third column of the table is payable in full and immediately when it falls due.
- (2) All fees payable under this Part are outside the scope of Value Added Tax (“VAT”) unless otherwise shown in the corresponding fourth column of the table as being payable.
- (3) Where a fee is subject to VAT, this is payable at the standard rate (“Std.”).

PART 4

GOVERNMENT FEES

12 Interpretation

In this Part, “**table**” means the table in Schedule 3.

13 Government fees

- (1) For each matter described in the second column of the table, the fee prescribed in the corresponding third column of the table is payable in full and immediately when it falls due.
- (2) No fee is payable under this Part in respect of a declaration of secrecy under –
- (a) regulations 5(2) (oath of office and declaration of secrecy of returning officers) and 34 (declaration of secrecy) of the Elections (Keys) Regulations 2021⁵; or
 - (b) regulation 31 (declaration of secrecy) of the Elections (Local Authorities) Regulations 2022⁶.

⁵ SD 2021/096.

PART 5
REVOCATIONS

14 Revocations

The following are revoked —

- (a) Part V (fees) of the Mental Health (Powers of Attorney) Rules 1987;
- (b) the Courts Services Fees Order 2023⁸;
- (c) the Fees and Duties (Government Fees) Order 2023⁹; and
- (d) the General Registry (Miscellaneous Fees) Order 2023¹⁰.

MADE 21 FEBRUARY 2024

DR ALEX ALLINSON
Minister for the Treasury

⁶ SD 2022/0230.

⁷ GC 354/87.

⁸ SD 2023/0101.

⁹ SD 2023/0107.

¹⁰ SD 2023/0108.

SCHEDULE 1

COURTS SERVICES FEES

[Article 5]

Column 1	Column 2	Column 3
Fee Code	Fee Description	Fee £
1	SMALL CLAIMS/SUMMARY/ORDINARY PROCEDURE	
1.1	Filing a claim or counterclaim as appropriate –	
	(i) Up to £300	31.50
	(ii) £300.01 - £500	48.50
	(iii) £500.01 - £1,000	67.50
	(iv) £1,000.01 - £1,500	82.50
	(v) £1,500.01 - £3,000	91.50
	(vi) £3,000.01 - £5,000	114.50
	(vii) £5,000.01 - £10,000	173.00
	(viii) £10,000.01 - £15,000	236.00
	(ix) £15,000.01 - £50,000	383.50
	(x) £50,000.01 - £100,000	654.50
	(xi) £100,000.01 - £150,000	843.00
	(xii) £150,000.01 - £200,000	1,031.00
	(xiii) £200,000.01 - £300,000	1,408.00
	(xiv) £300,000.01 - £500,000	1,584.50
	(xv) £500,000.01 - £1,000,000	2,532.50
	(xvi) £1,000,000.01 - £5,000,000	3,169.00
	(xvii) £5,000,000.01 - £10,000,000	4,276.00
	(xviii) £10,000,000.01 - £50,000,000	5,223.50
	(xix) Greater than £50,000,000 or unspecified	9,500.00
1.2	Filing a non-money claim (including any claim for possession that does not seek a monetary judgment). This fee will be the minimum fee payable in relation to all possession matters (a higher fee will instead be payable if the financial or arrears sums are equal to or greater than £15,000.01 in which case the fee payable will be charged in accordance with those prescribed at paragraph 1.1)	253.50
1.3	Any matter which is scheduled or set down for a hearing (see guidance note 3):	
	(i) For a period of more than 2 days' duration, but not more than 5 days' duration, or for a period of less than 2 days, but lasts more than 2 days, but not more than 5 days – per day or part thereof up until and including the 5th day (see guidance note 2)	1,000.00
	(ii) Where the hearing is scheduled for, or lasts longer than 5 days, per day or part thereof for each day after the 5th day (see guidance note 3)	1,500.00
1.4	Filing/making any contested (see guidance note 1) application (including those made in court during the court hearing) –	
	(i) Small Claims or Summary Procedure	154.00
	(ii) Ordinary Procedure	253.50
1.5	Filing/making any agreed (see guidance note 1) application (including those made	

	in court during the court hearing) –		
	(i)	Small Claims or Summary Procedure	53.50
	(ii)	Ordinary Procedure	154.00
2	CHANCERY PROCEDURE		
2.1	Filing of any originating application		253.50
2.2	Any matter which is scheduled or set down for a hearing (see guidance note 3):		
	(i)	For a period of more than 2 days' duration, but not more than 5 days' duration, or for a period of less than 2 days, but lasts more than 2 days, but not more than 5 days – per day or part thereof up until and including the 5th day (see guidance note 2)	1,000.00
	(ii)	Where the hearing is scheduled for, or lasts longer than 5 days, per day or part thereof for each day after the 5th day (see guidance note 3)	1,500.00
2.3	Filing/making any contested (see guidance note 1) application (including those made in court during the court hearing)		253.50
2.4	Filing/making any agreed (see guidance note 1) application (including those made in court during the court hearing)		154.00
3	BANKRUPTCY MATTERS, where no statutory fee is prescribed		
3.1	(i)	Application to the court to approve the distribution of assets	167.50
	(ii)	Any other application to the court in relation to assets or accounts	167.50
4	NON CONTENTIOUS PROBATE BUSINESS		
4.1	(i)	settling a draft testamentary application	65.50
	(ii)	filing, extension or withdrawal of a caveat	65.50
4.2	Filing an application for probate of a will or letters of administration where it is stated in the application that the gross estate is in the Isle of Man (Note: The fees in this section include the cost of one sealed copy of the grant together with a plain copy of any will proved) –		
	(i)	< £10,000	31.50
	(ii)	£10,000.01 - £50,000	188.50
	(iii)	£50,000.01 - £125,000	554.50
	(iv)	£125,000.01 - £250,000	1,178.00
	(v)	£250,000.01 - £500,000	2,356.00
	(vi)	£500,000.01 - £1,000,000	4,712.00
	(vii)	Exceeds £1,000,000	9,422.50
	(viii)	Filing an application for a grant of probate of a will, or letters of administration, where it is stated and sworn that the only asset is a policy of life assurance which has been effected with any insurance company in the Isle of Man by a person who has died domiciled elsewhere than in the Isle of Man where the gross value of the policy exceeds £50,000	295.50
4.3	(i)	Amendment to grant or the relevant record as a result of an error or omission (see guidance note 5)	31.50
	(ii)	Application for a cessate grant	31.50
	(iii)	Application for revocation of a grant	31.50
	(iv)	Application for a “de bonis non” grant – the fee payable will be based on the value of the un-administered portion of the estate as per paragraph	

	4.2		
	(v)	Application for an order pursuant to rule 40 of the Probate Rules 1988 (proving of a copy will)	31.50
4.4	Additional copies (see note at paragraph 4.2) –		
	(i)	Certified copy grant (per document)	6.00
	(ii)	Certified copy will (per document)	6.00
	(iii)	Certified copy grant and will (requested at the same time) - per bundle	9.50
	Affixing court seal and providing additional certified copy of –		
	(iv)	Certified copy grant (per document)	37.50
	(v)	Certified copy will (per document)	37.50
	(vi)	A copy grant and will (requested at the same time) - per bundle	71.00
	(vii)	Plain black and white copy/photocopy of any additional document (per page)	0.50
5	FAMILY, CHILDREN, MATRIMONIAL OR CIVIL PARTNERSHIP PROCEEDINGS		
5.1	Filing an initial application or cross-application for a divorce, annulment, separation or dissolution order		324.50
5.2	Filing an application to make a provisional order final –		
	(i)	Applicant	31.50
	(ii)	Respondent (rule 48(2) of the High Court (Matrimonial Proceedings) Rules 2004 ¹¹)	154.00
5.3	Filing/making an application, etc. –		
	(i)	In any procedure for the variation of a maintenance agreement or like process	77.00
	(ii)	Under Part 4, Children and Young Persons Act 2001 (care and supervision orders) (save for stand-alone emergency applications)	253.50
	(iii)	Which is agreed (see guidance note 1) (including those made in court during the court hearing)	77.00
	(iv)	For non-molestation order / occupation order – payable separately except when filed with an initial application	130.00
	(v)	Under Schedule 6 to Civil Partnership Act 2011 or under Part 3 of the Matrimonial Proceedings Act 2003, or any like process for financial relief etc. (other than for amendment/variation - see paragraph 5.3(i))	154.00
	(vi)	For an order under the Hague Convention	154.00
	(vii)	For an adoption order	154.00
	(viii)	For a wardship order	154.00
	(ix)	For hearing a contested (see guidance note 1) matter under the Matrimonial Proceedings Act 2003, the Civil Partnership Act 2011 or under the Children and Young Persons Act 2001	154.00
	(x)	Which is contested (any other) (see guidance note 1) (including those made in court during the hearing)	154.00
5.4	Appeals under section 7(6) of Civil Partnership Act 2011 or section 19 of the Marriage Act 1984 (approval of places of registration)		253.50

¹¹ SD 103/04

5.5	Filing of a parental responsibility agreement		31.50
6	APPEAL MATTERS (WHETHER TO THE STAFF OF GOVERNMENT DIVISION OR CIVIL DIVISION)		
6.1	Filing/making of any notice or application within the Appeals process		383.50
6.2	Any matter which is scheduled or set down for a hearing (see guidance note 3):		
	(i)	For a period of more than 2 days' duration, but not more than 5 days' duration, or for a period of less than 2 days, but lasts more than 2 days, but not more than 5 days – per day or part thereof up until and including the 5th day (see guidance note 2)	1,000.00
	(ii)	Where the hearing is scheduled for, or lasts longer than 5 days, per day or part thereof for each day after the 5th day (see guidance note 3)	1,500.00
7	ASSESSMENTS OF COSTS		
7.1	Application for, or to set aside, a default/interim costs certificate		77.00
7.2	Application (request) for a detailed assessment hearing. Percentage of the total amount of the bill of costs (including VAT and disbursements). (The sum is non-refundable).		5%
7.3	Following completion of the detailed assessment proceedings, percentage of the total allowed amount of the assessed bill of costs (including VAT and disbursements) from which will be deducted the relevant fee paid under paragraph 7.2 (Note that the fee at 7.2 is non-refundable and is therefore the minimum total sum payable).		10%
7.4	Filing of an appeal or review of a decision made in detailed assessment proceedings		383.50
8	MISCELLANEOUS – FEES PAYABLE IN MISCELLANEOUS MATTERS		
8.1	Application to pay into Court, or a payment out of Court		31.50
8.2	(i)	Search of Court and other indices/records, lists etc. if undertaken by staff (per volume or other medium)	58.00
	(ii)	Request for access to a court case file (see guidance note 6)	58.00
8.3	Filing/making of an application (including applications for consent orders or any applications made in any way including any within other documents or processes) –		
	(i)	Small Claims or Summary Procedure (including requests for judgment and execution, or for execution only where a sum has previously been ordered to be paid)	48.50
	(ii)	Small Claims or Summary Procedure (instalment order or attachment of earnings order)	77.00
	(iii)	In any other procedure or process (not prescribed elsewhere in this Order) –	
	(a)	Contested (see guidance note 1) application (including those made in court during the court hearing)	253.50
	(b)	Filing any agreed (see guidance note 1) application (including those made in court during the court hearing)	154.00
8.4	Producing a copy recording of any court or other proceedings (or part thereof) on CD-ROM per compact disc, or via other media per item produced		39.50
8.5	Application for a temporary advocates licence (which shall remain in force for no more than 12 months), pursuant to the Advocates Act		637.00

	1995, section 17 (see guidance note 7)	
8.6	Application for each/any additional year of a licence referred to in paragraph 8.5 (see guidance note 7)	253.50
8.7	Application, pursuant to the Advocates Act 1995, section 17 (3), for review of a decision made to grant or refuse an application for a temporary advocates licence	383.50
8.8	Application for, or to vary, a domestic abuse protection order (except any such application under section 15(3) of the Domestic Abuse Act 2020)	130.00
8.9	Application in writing for a certificate of conviction – General Gaol/Summary convictions	77.00
9	ENDURING POWER OF ATTORNEY – for claimants/applicants who do not have an advocate	
9.1	Application for registration of an enduring power of attorney	154.00
9.2	General form of application	154.00
9.3	Search of the enduring power of attorney register (by Court staff)	58.00
GUIDANCE NOTES		
(1) Wherever in this Schedule reference is made to fees for an agreed or contested application, a contested application is defined as one in which the application has been submitted without being accompanied by evidence of agreement between the parties.		
(2) Wherever in this Schedule reference is made to a fee payable for a hearing of a duration of more than 2 days, but not more than 5 days, the fee payable will be calculated by multiplying the number of days scheduled by the lower fee rate prescribed in column 3 (e.g. for a 2 day hearing the fee will be nil, for a 3 day hearing the fee will be 3 x lower fee rate) up to 5 days. Where a hearing has been scheduled for 2 days or less and subsequently lasts for more than 2 days, the fees will be payable as if the hearing had been scheduled for the actual number of days of the hearing. Where the hearing is more than 5 days a higher fee is only payable from the day after the 5th day. (e.g. for a 7 day hearing the fee will be 5 x lower fee rate + 2 x higher fee rate).		
(3) Hearing fees will be payable by the party which seeks the hearing (by application or otherwise), and will generally be payable at the point of setting down/scheduling of the hearing. In any matter in which the party which has responsibility for the payment of the fee is disputed/unclear, the fee will be apportioned equally between the parties. In the absence of payment of such fee, the hearing may not take place.		
(4) Where a claimant is entitled to submit multiple claims within a single claim form under rule 4.1(2) of the Rules of the High Court of Justice 2009, a fee will be payable for each of the claims contained within the single claim form.		
(5) The fee shown at Fee Code 4.3(i) relates to any requested or required amendments to a grant or the relevant record resulting from application errors or omissions, except where this relates to an increase to the declared value of the deceased's estate. Where an amendment is required to a grant to reflect the increased value of an estate the fee payable will be the balance between the fee paid and the applicable higher estate band fee shown in Fee Code 4.2 plus the amendment fee at Fee Code 4.3(i). No amendment fee will be payable as a result of any error or omission made by the Probate Office. Where a Grant or relevant record amendment relates to a lower estate value, an amendment fee will apply.		
(6) Where a request for access to a court file has been made in relation to Fee Code 8.2(ii) the sum due will be calculated in the same manner as the following example scenario: <ul style="list-style-type: none"> • Case reference ORD/1901/21; • Contains 1 standard court file volume and 4 other files; • The fee payable would be 1 + 4 x the fee stated; 		

- Should the request be specific so as to identify only certain files this would reduce the sums payable;
- In the example shown above, if the request was only for the standard court file, only 1 x the fee stated would fall due to be paid;
- Note the relevant item quantities may require to be identified before a definitive fee sum is sought and the file(s) produced.

In any instance where a fee required to be paid pursuant to this Schedule has not been paid at the appropriate/required point in time, the relevant fee bearing service/process will not take place. In addition, the Chief Registrar may determine that no other application, process etc. (in any matter) brought or involving the person/entity concerned (save for any brought by any other party to the matter) will take place until all/any outstanding fees have been paid.

(7) The fees payable at Fee Codes 8.5 and 8.6 are in addition to the fees prescribed under Schedule 3 (Government Fees), Fee Code 1 in relation to “drawing a commission”.

SCHEDULE 2

GENERAL REGISTRY MISCELLANEOUS FEES

[Article 11]

Column 1	Column 2	Column 3	Column 4
Fee Code	Transaction Description	Fee £	VAT
1	For making a photocopy of a document (per page) (see guidance note 2) – (a) Printed on A4 size paper – (i) black and white copy (ii) colour copy (b) Printed on A3 size paper – black and white copy	0.50 1.50 1.50	Std. Std. Std.
2	Electronic delivery of permitted documents. Document sent by e-mail attachment (per request)	6.50	
3	Certification of a copy	6.00	
4	Apostilles – attesting or legalising a signature and seal for Hague Convention countries and for the rest of the world (see guidance notes 3 and 4) – (a) standard service – within 2 working days (see guidance note 5) (b) premium service – within 90 minutes (additional cost to article 4(a)) (see guidance note 6)	31.00 62.00	Std.
5	Enrolment of any Commission or Appointment (per application)	30.00	
GUIDANCE NOTE			
<p>(1) All fees are outside the scope of VAT unless shown otherwise in column 4.</p> <p>(2) Photocopying service provisions, shown under Fee Code 1, are subject to VAT at the standard rate (“Std.”) unless the copies can properly be described as books, booklets, brochures, pamphlets, leaflets etc. or as amended by the Isle of Man Customs and Excise VAT guidance as published from time to time.</p> <p>(3) The stated processing time for services at Fee Code 4 commences from the date and time-stamp recorded on the receipt. Please note that the relevant fees are non-refundable once an application has been submitted.</p> <p>(4) Applications made for the services shown under Fee Code 4 will not be processed in accordance with the service standards referred to in notes (5) and (6) below if they are considered not to be straightforward (at the discretion of the Chief Registrar), including but not exclusive to: incomplete application forms; unclear instructions; documents not suitable for legalisation; and applications that necessitate additional work to confirm a signature’s authenticity.</p> <p>(5) ‘Standard service’ processing time for applications received on a Friday or on the day immediately before a bank/public holiday will exclude weekend and bank/public holiday dates for these purposes.</p> <p>(6) ‘Premium service’ is applicable to straightforward applications only. Applications received after 1pm will not ordinarily be eligible for the premium service (at the discretion of the Chief Registrar).</p>			

SCHEDULE 3

GOVERNMENT FEES

[Article 13]

Column 1	Column 2	Column 3
Fee Code	Matter Description	Fee £
1	Drawing a Commission of a public authority (see guidance note 1)	62.00
2	Affixing the Seal Public of the Isle of Man, or a seal of office to a Commission, to any paper or proceeding, and providing a certificate if required (per document)	37.00
3	Making an affidavit, affirmation, attestation or declaration before a public officer (see guidance note 2)	9.00
4	Witnessing an exhibit to an affidavit, affirmation, attestation or a declaration made before a public officer (per exhibit witnessed)	6.00
GUIDANCE NOTE		
(1) This payable fee is in addition to the fee prescribed under Schedule 2 (General Registry Miscellaneous Fees), Fee Code 5 in relation to the “enrolment of any Commission or Appointment”.		
(2) This fee is not applicable to any declaration of secrecy described in Article 13(2).		

EXPLANATORY NOTE

(This note is not part of the Order)

This Order:

- prescribes the fees payable for courts services, miscellaneous functions of the General Registry and various common functions exercised by Departments, Statutory Boards and Offices;
- increases the fees from 1 April 2024, rounded against each fee to the nearest fifty pence (50p);
- revokes the following —
 - Part V (fees) of the Mental Health (Powers of Attorney) Rules 1987 (GC 354/87);
 - the Courts Services Fees Order 2023 (SD 2023/0101);
 - the Fees and Duties (Government Fees) Order 2023 (SD 2023/0107); and
 - the General Registry (Miscellaneous Fees) Order 2023 (SD 2023/0108).