

PROCEDURES REGARDING REFUNDS OF FEES PAID ELECTRONICALLY

Background:

Pursuant to the Court's Electronic Case Filing Policies and Procedures, at paragraph 5:

When a document has been filed electronically, the official record of that document is the electronic recording as stored by the Court on the ECF System. A document filed electronically is deemed filed on the date and time stated on the NEF from the Court.

Judicial Conference Policy generally prohibits the refund of fees; however, refunds may be issued upon approval under limited circumstances, such as:

- a. When an overpayment has been made by the filer; or
- b. When a duplicate, identical complaint or notice of appeal has been filed by the same attorney or the same law firm.

Procedures:

1. A request for a refund of fees paid via **Pay.gov** shall be made by written application which must be filed electronically with the Clerk of the Court.
2. The application must contain the following information:
 - a. Date of request
 - b. Full and correct name
 - c. Current and complete address
 - d. Reason for refund
 - e. Case number
 - f. Date of transaction
 - g. Receipt number or **Pay.gov** tracking ID number.
3. Upon filing, the Clerk's Office will review the application and, if appropriate, issue a Clerk's Order approving a refund, signed by the Clerk or his/her designee.
4. All other applications for refund will be directed to the assigned judge.
5. The Finance Department will issue a refund against the credit card or ACH transaction through **Pay.gov**. Refunds will **not** be issued through checks.