

REFUND 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 the document is the electronic recording as stored by the court, and the filing party is bound by the document filed. A document filed electronically is deemed filed on the date and time stated on the Notice of Electronic Filing 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, notice of removal, a notice of appeal, petition for writ of habeas corpus, or *pro hac vice* request for NEF is filed more than once by the same attorney or the same law firm.

Procedures:

1. A refund of fees paid via Pay.gov shall be made in writing by application and filed electronically with the Clerk of the Court. Attorney should use event **Other Documents** ----> **Application for Refund of Fees** in CM/ECF.
2. The Application must contain the following information;
 - a. Date of request
 - b. The 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
 - h. A copy of both/all Pay.gov receipts from above
3. Upon filing, the Clerk's Office will review the application and, if appropriate, issue a Clerk's Order approving a refund.
4. All other applications for refund will be directed to the assigned judge.
5. The Finance Department will issue a refund through **Pay.gov** against the credit card used. Refunds for ACH transactions require a check be issued by the Clerk of Court.