

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

LAWRENCE K. BAERMAN
Clerk

JOHN M. DOMURAD
Chief Deputy



James M. Hanley Federal Building
P.O. Box 7367, 100 S. Clinton St.
Syracuse, New York 13261-7367
(315) 234-8500

REFUNDS OF FEES PAID ELECTRONICALLY

Background:

Pursuant to the Court's Administrative Procedures for Electronic Case Filing, Section 4.1:

Electronic transmission of a document to the System in accordance with these Administrative Procedures, together with the transmission of a Notice of Electronic Filing from the Court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this Court and constitutes entry of the document on the docket that the Clerk's Office keeps under Rules 58 and 79 of the Federal Rules of Civil Procedure and Rules 49 and 55 of the Federal Rules of Criminal Procedure.

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

1. When an overpayment has been made by the filer; or
2. When a duplicate, identical complaint, notice of appeal, or motion for admission pro hac vice 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 with the Clerk of Court at the Syracuse office:

Clerk, U.S. District Court
Attn: Financial Unit
100 S. Clinton Street
P.O. Box 7367
Syracuse, New York 13261

2. The application must contain the following information:
 - a. Date of Request
 - b. Full and correct account holder name
 - c. Credit Card type and full number, including expiration date
 - d. Current and complete billing address
 - e. Reason for refund
 - f. Case Number (If new complaint filed to the **5:00-at-99999** case, please include the case name)
 - g. Date of Pay.Gov transaction
 - h. 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. The Financial Unit will issue a refund against the credit card or ACH transaction through Pa through Pa through Pay.Gov. **A refund check will not be issued.**