

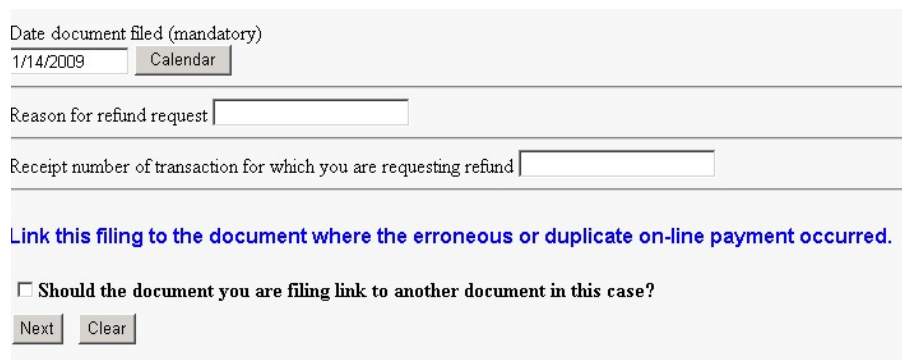
## CM/ECF Refund Requests January 16, 2009

Pursuant to General Order 2006-15, the Clerk's office has adopted the following procedures to request a refund of erroneous or duplicate on-line filing fee payments.

1. File a request electronically on CM/ECF.
  - A. Select "Other Documents" in the Civil menu.
  - B. Select the event "Request to Clerk for Refund of Erroneous or Duplicate On-line Filing Fee Payment."
  - C. Enter the case number.

**Note:** if you are requesting a refund on a duplicate case, file the request on the case that was entered in error.

- D. When the following screen appears enter the requested information.



The screenshot shows a web form for requesting a refund. It includes a date field set to 1/14/2009 with a 'Calendar' button, a text box for 'Reason for refund request', and another text box for 'Receipt number of transaction for which you are requesting refund'. Below these is a blue link: 'Link this filing to the document where the erroneous or duplicate on-line payment occurred.' and a checkbox labeled 'Should the document you are filing link to another document in this case?'. At the bottom are 'Next' and 'Clear' buttons.

- (1) Enter the reason for the refund request.
    - (2) Enter the receipt number of the transaction for which you are requesting a refund.
    - (3) Link the refund request to the document where the erroneous or duplicate on-line payment occurred.

**Note:** If no document exists skip this step.

2. If approved, the Clerk's Office will issue an electronic refund through Pay.gov and send an e-mail notification of the refund to the requestor. If the request is not approved, the Clerk's Office will mail a letter of explanation to the requestor.