



PACER Service Center (PSC)  
P.O. Box 780549  
San Antonio, TX 78278

CREDIT REQUEST FORM

Phone Number: (800) 676-6856, Fax Number (210) 301-6441, Email [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov)

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Complete this form and submit it along with a letter of explanation in support of the credit request. Requests for credit will only be accepted for transactions which have already been billed. You may forward the request and documentation by email, fax, or U.S. mail to the above referenced addresses or fax number. Please allow several weeks for the PACER Service Center to review the request. **Please type or print clearly.**

Transactions that occur in January, February, March are billed no later than April 10<sup>th</sup>.  
Transactions that occur in April, May, June are billed no later than July 10<sup>th</sup>.  
Transactions that occur in July, August, September are billed no later than October 10<sup>th</sup>.  
Transactions that occur in October, November, December are billed no later than January 10<sup>th</sup>.

PACER ID: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date Range of transactions in question: \_\_\_\_\_ (MMYY-MMYY)

Amount of credit you are requesting: \$ \_\_\_\_\_

In addition to this form include the following:

- A detailed explanation in support of the request for credit.
- A list of transactions in question. The transactions can be retrieved from the PACER Service Center home page, [www.pacer.gov](http://www.pacer.gov) through the "Manage My PACER Account" option.
- A completed Refund Request form if payment has been made on the account and you are seeking a refund. The form is available on the PACER Service Center home page, [www.pacer.gov](http://www.pacer.gov) through the "Resources" option located in the "Quick Links" tab.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date