Important Points to Keep in Mind

- ✓ If you made a duplicate payment or a payment without submitting the filing documents, you must draft a pleading or letter requesting the refund. This document must be in PDF format.

- ✓ After you file your request for refund, the Clerk's Office will submit a refund request to pay.gov who will then send you an email confirming the credit to your credit card account.

- ✓ Pay.gov is a service that is used by the District Court to process filing fees. It is **not** a department of, or managed by the District Court.

- ✓ Please review the General Order regarding refund of filing fees paid electronically. This order is available at here and the end of this document.

1. Click the **Search** tab and the type **Refund** in the text box.
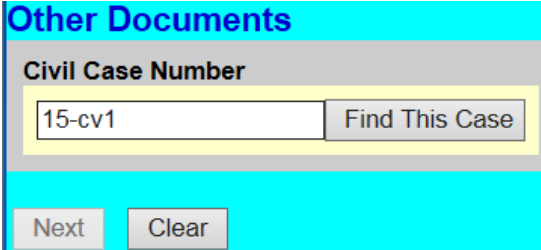
2. Click the link, **Request for Clerk of Court to Refund Filing Fee**.

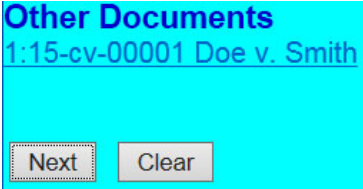3. Enter the case number, and click **Find this Case**, then click **Next.**

4. Click **Next**.
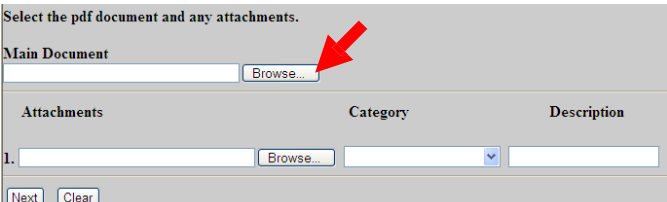
5. Click **Browse**.

6. Select the file that contains your request for a refund.

7. Click **Open** to upload the file and click **Next**.
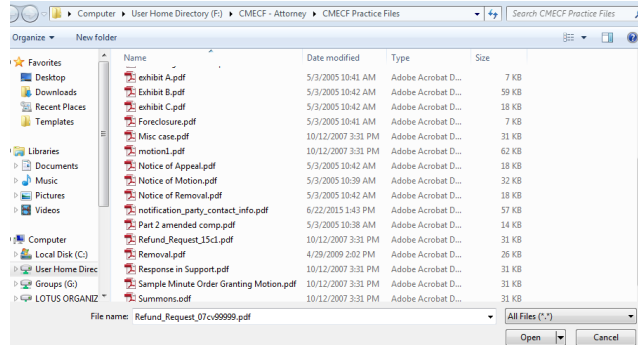
8. Enter the refund amount requested and click **Next**.

9. Enter the **receipt number** and click **Next**.

10. Check the box next to **Should** and click **Next.**

11. Check the box next to the filing event related to your refund request.

Other Documents
1:15-cv-00001 Doe v. Smith

Select the appropriate event(s) to which your event relates:

☑ 07/01/2015 1 COMPLAINT filed by Bertha Doe; (Perez, Roberto)
☐ 07/01/2015 2 CIVIL Cover Sheet (Perez, Roberto)
☐ 07/01/2015 3 REQUEST for Clerk of Court to refund filing fee in the amount of 400.00, receipt no. 99999999, (Lawyer, Train101)
☐ 07/01/2015 4 REQUEST for Clerk of Court to refund filing fee in the amount of 400, receipt no. 99999999, regarding complaint 1 *Doe v. Smith* (Lawyer, Train101)

Next   Clear

12. Enter the case title in the box and click **Next.**

Other Documents
1:15-cv-00001 Doe v. Smith
Docket Text: Modify as Appropriate.
REQUEST for Clerk of Court to refund filing fee in the amount of $400.00, receipt no. 07520000000168728, regarding complaint[1] Doe V. Smith **(Lawyer, Train101)**

Next   Clear

If you filed and paid without submitting a document, there will be no case title.

13. Verify that the docket entry is correct and click **Next.**

Other Documents
1:15-cv-00001 Doe v. Smith

Docket Text: Final Text
REQUEST for Clerk of Court to refund filing fee in the amount of $400.00, receipt no. 07520000000168728, regarding complaint[1] *Doe V. Smith* **(Lawyer, Train101)**

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
F:\CMECF - Attorney\CMECF Practice Files\Refund_Request_15c1.pdf   pages: 1

Next   Clear

14. Wait for the **Notice of Electronic Filing** (NEF) to display.

Other Documents
1:15-cv-00001 Doe v. Smith

Processing

Processing... please wait.
..

Make sure that you either print a copy of the NEF for reference or write down the document number. **You will need this number in the event that the clerk's office requests that you resubmit any PDF documents.**

UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS
GENERAL ORDER 16 – 0020
GENERAL ORDER ON ELECTRONIC CASE FILING

Excerpt regarding refund of erroneous or duplicate payments:

(D) The Clerk of Court is hereby granted the authority to authorize refunds upon written request by a party who has inadvertently made erroneous or duplicate payments on line. All approved refunds shall be processed through the electronic credit card system. In the event that a particular attorney or law firm continues to make repeated mistakes when submitting fees and requesting refunds, the Clerk of Court may request that the Court issue an order to show cause why further requests for refunds should be considered. If a credit card transaction is invalid for any reason or if the credit card processing function in CM/ECF is experiencing problems, payment must be made within two business days. Summons will not be issued until the fee is paid by credit card, check, cash, or money order. If the case is an emergency filing, the filer must bring the paper document.