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 <u>not</u> 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 <u>here</u> and the end of this document.

1. Click the Search tab and the type Refund in the text box.	Utilities Search Logout Search Menus and Events Refund Search
2. Click the link, Request for Clerk of Court to Refund Filing Fee .	Civil Events → Other Filings → Other Documents Request for Clerk of Court to Refund Filing Fee
3. Enter the case number, and click Find this Case , then click Next .	Other Documents Civil Case Number 15-cv1 Find This Case
	Next Clear
4. Click Next.	Other Documents 1:15-cv-00001 Doe v. Smith
5. Click Browse .	Next Clear Select the pdf document and any attachments. Main Document
	Attachments Category Description 1. Browse Image: Clear

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

7. Click **Open** to upload the file and click **Next**.

Organize 🔻 New fol					····
🚖 Favorites 🦷	Name	Date modified	Туре	Size	
E Desktop	1 exhibit A.pdf	5/3/2005 10:41 AM	Adobe Acrobat D	7 KB	
Downloads	1 Exhibit B.pdf	5/3/2005 10:42 AM	Adobe Acrobat D	59 KB	
📃 Recent Places	1 exhibit C.pdf	5/3/2005 10:42 AM	Adobe Acrobat D	18 KB	
🎍 Templates	1 Foreclosure.pdf	5/3/2005 10:41 AM	Adobe Acrobat D	7 KB	
=	T Misc case.pdf	10/12/2007 3:31 PM	Adobe Acrobat D	31 KB	
词 Libraries	1 motion1.pdf	10/12/2007 3:31 PM	Adobe Acrobat D	62 KB	
Documents	1 Notice of Appeal.pdf	5/3/2005 10:42 AM	Adobe Acrobat D	18 KB	
> 🎝 Music	1 Notice of Motion.pdf	5/3/2005 10:39 AM	Adobe Acrobat D	32 KB	
Pictures	1 Notice of Removal.pdf	5/3/2005 10:42 AM	Adobe Acrobat D	18 KB	
Videos 🚽	1 notification_party_contact_info.pdf	6/22/2015 1:43 PM	Adobe Acrobat D	57 KB	
	1 Part 2 amended comp.pdf	5/3/2005 10:38 AM	Adobe Acrobat D	14 KB	
Somputer	15c1.pdf	10/12/2007 3:31 PM	Adobe Acrobat D	31 KB	
🚢 Local Disk (C:)	🔁 Removal.pdf	4/29/2009 2:02 PM	Adobe Acrobat D	26 KB	
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File	name: Refund Request 07cv99999.pdf			✓ All Files (*.	*1

8. Enter the refund amount requested and click **Next**.

Please er	nter amount of refund. \$400.00	
	÷!·····	
Next	Clear	
)ther [Documents	
	00001 Doe v. Smith	
	ter the receipt number. 07520000001	6872
Next	Clear	

se?

- 9. Enter the **receipt number** and click **Next**.
- 10. Check the box next to **Should** and click **Next**.

Request Refund of Duplicate Filing Fee

	Other Documents
11. Check the box next to the filing	<u>1:15-cv-00001 Doe v. Smith</u>
event related to your refund request.	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 <u>3</u> REQUEST for Clerk of Court to refund filing fee in the amount of 400.00, receipt no. 99999999, (Lawyer, Train101)
	07/01/2015 <u>4</u> REQUEST for Clerk of Court to refund filing fee in the amount of 400, receipt no. 99999999, regarding complaint <u>1</u> Doe v. Smith (Lawyer, Train101)
	Next Clear
12. Enter the case title in the box and	Other Documents 1:15-cv-00001 Doe v. Smith
click Next.	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.
	Other Documents 1:15-ov-00001 Doe v. Smith
13. Verify that the docket entry is correct and click Next .	
	Docket Text: Final Text REQUEST for Clerk of Court to refund filing fee in the amount of \$400.00, receipt no. 0752000000168728, 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
	Other Desuments
14. Wait for the Notice of Electronic	Other Documents
Filing (NEF) to display.	
Filing (NEF) to display.	<u>1:15-cv-00001 Doe v. Smith</u>
Filing (NEF) to display.	<u>1:15-cv-00001 Doe v. Smith</u> Processing
Filing (NEF) to display.	
Filing (NEF) to display.	Processing

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.