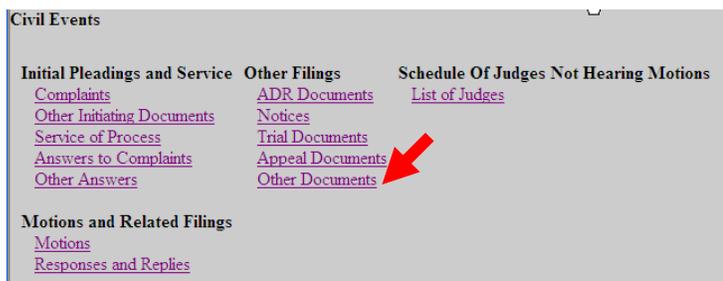


Request Refund of Duplicate Filing Fee

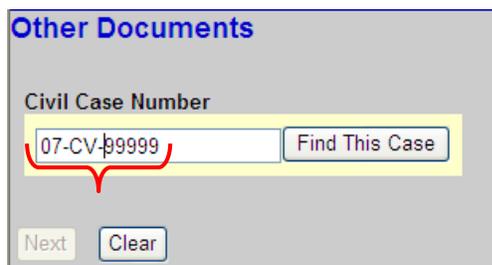
Important Points to Keep in Mind

- ✓ **DO NOT submit a request for refund until you receive an email from the Clerk's Office.** The Clerk's Office conducts daily Internet payment audits. If it is determined that you made a duplicate payment or a payment without submitting the filing documents, you will be contacted via email by a Clerk's Office staff member. The case number used in this documentation is for illustration only. **Use the case number provided to you in the email from the Clerk's Office.**
- ✓ 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 <http://10.205.15.104/PRESS/GeneralOrder102607PDF> and the end of this document.

1. Click on the **Other Documents** link.



2. Type in the case number provided in the email from the Clerk's Office.
3. Click **Find This Case**.

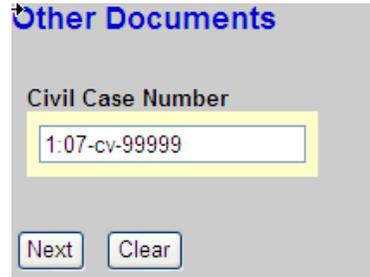
A screenshot of a web form titled "Other Documents". It has a "Civil Case Number" label above a text input field containing "07-CV-99999". To the right of the input field is a button labeled "Find This Case". Below the input field and button are two buttons: "Next" and "Clear". A red bracket highlights the input field.

This is a SAMPLE case number. Enter the case number provided in the email from the Clerk's Office.

Request Refund of Duplicate Filing Fee

4. Click **Next**.

This is a sample case number, only. Make sure the case number showing is the one provided to you in the email from the Clerk's Office.



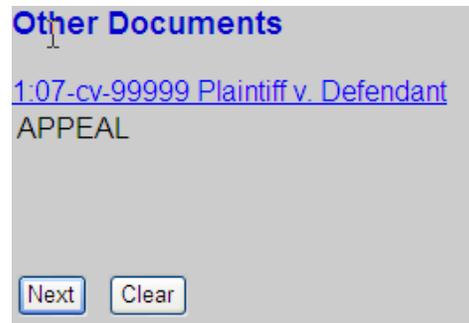
Other Documents

Civil Case Number

1:07-cv-99999

Next Clear

5. Click **Next**.



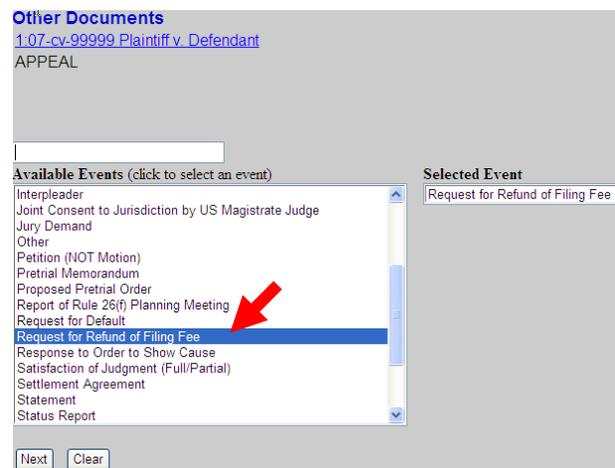
Other Documents

1:07-cv-99999 Plaintiff v. Defendant
APPEAL

Next Clear

6. Scroll down and select **Request for Refund of Filing Fee**.

7. Click **Next**.



Other Documents

1:07-cv-99999 Plaintiff v. Defendant
APPEAL

Available Events (click to select an event)

- Interpleader
- Joint Consent to Jurisdiction by US Magistrate Judge
- Jury Demand
- Other
- Petition (NOT Motion)
- Pretrial Memorandum
- Proposed Pretrial Order
- Report of Rule 26(f) Planning Meeting
- Request for Default
- Request for Refund of Filing Fee**
- Response to Order to Show Cause
- Satisfaction of Judgment (Full/Partial)
- Settlement Agreement
- Statement
- Status Report

Selected Event

Request for Refund of Filing Fee

Next Clear

Request Refund of Duplicate Filing Fee

8. Click **Browse**.

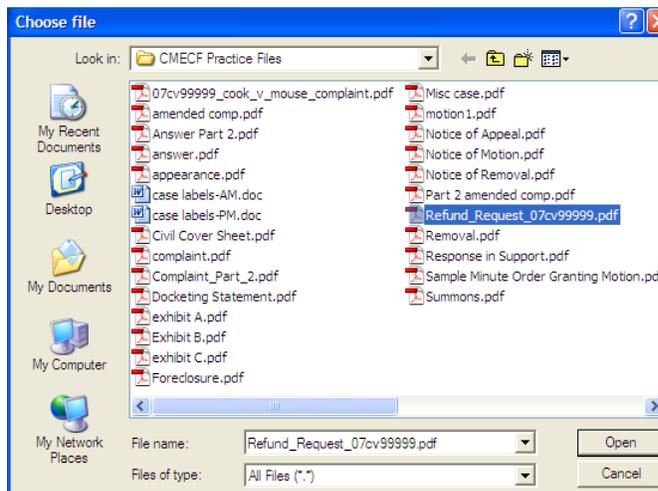
Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

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

10. Click **Open** to upload the file.



11. Verify that the correct file was uploaded and click **Next**.

Select the pdf document and any attachments.

Main Document CMECF Practice Files\Refund_Request_07cv99999.pdf

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

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

Please enter amount of refund.

Request Refund of Duplicate Filing Fee

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

Please enter the receipt number.

14. Check the box next to **Should**, and click **Next**.

Should the document you are filing link to another document in this case?

Filed to

Documents to

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

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

- 09/30/2009 [1](#) ATTORNEY Appearance for Plaintiff A Doe by Ryan Crowe (Attachments: # [1](#) Certificate of Service)(Crowe, Ryan)
- 09/30/2009 [2](#) AMENDED complaint by Harris Bank against Harris Bank (Crowe, Ryan)
- 09/30/2009 [3](#) ANSWER to amended complaint, CROSSCLAIM by B Doe against Harris Bank. by B Doe(Crowe, Ryan)
- 09/30/2009 [4](#) MOTION by Cross Claimant B Doe for bond (Crowe, Ryan)
- 09/30/2009 [5](#) RESPONSE by Plaintiff Harris Bank to amended complaint [2](#) , attorney appearance [1](#) (Crowe, Ryan)
- 09/30/2009 [6](#) NOTICE of Motion by Ryan Crowe for presentment of motion for bond [4](#) before Honorable Anthony A. Alaimo on 10/22/2009 at 09:00 AM. (Crowe, Ryan)

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

Docket Text: Modify as Appropriate.
REQUEST for Clerk of Court to refund filing fee in the amount of \$350.00, receipt no. 07520000000168728, regarding amended complaint[2] (Crowe, Ryan)

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

Request Refund of Duplicate Filing Fee

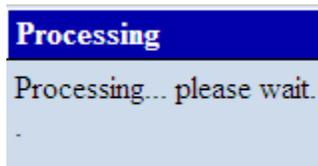
17. Verify that the docket entry is correct and click **Next**.

Docket Text: Final Text
REQUEST for Clerk of Court to refund filing fee in the amount of \$350.00, receipt no. 0752000000168728 regarding amended complaint[2] Doe v. Doe (Crowe, Ryan)

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_07cv99999.pdf pages: 1

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



Other Documents
[1:07-cv-99999 Plaintiff v. Defendant](#)
APPEAL

United States District Court
Northern District of Illinois - CMECF TEST, Ver 3.1.1

Notice of Electronic Filing

The following transaction was entered by Test, Attorney on 11/1/2007 at 8:15 AM CDT and filed on 11/1/2007

Case Name: Plaintiff v. Defendant
Case Number: [1:07-cv-99999](#)
Filer: Plaintiff
Document Number: [37](#)

Docket Text:
REQUEST for refund of filing fee in the amount of \$350.00 regarding complaint[33] by Plaintiff *Smith V. Mouse* (Test, Attorney)

1:07-cv-99999 Notice has been electronically mailed to:
Attorney Test ted_newman@ind.uscourts.gov

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.**

Request Refund of Duplicate Filing Fee

UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS
GENERAL ORDER 07 – 0023
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.