Important Points to Keep in Mind

✓ <u>**DO NOT**</u> **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 is 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 <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 http://10.205.15.104/PRESS/GeneralOrder102607PDF and the end of this document.

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

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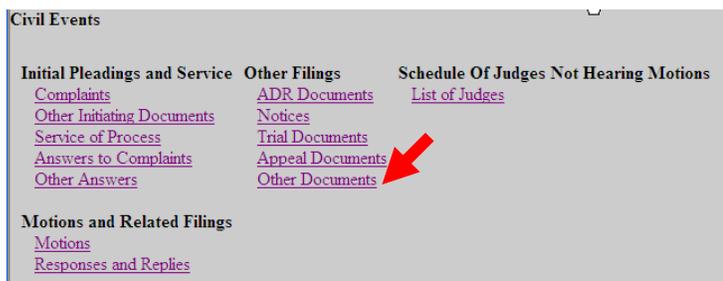
2. Type in the case number <u>provided in the email</u> from the Clerk's Office.
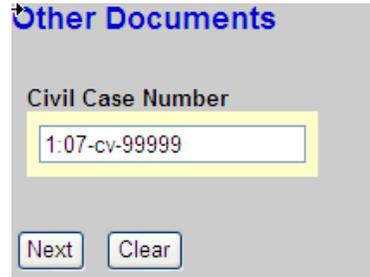
3. Click **Find This Case**.
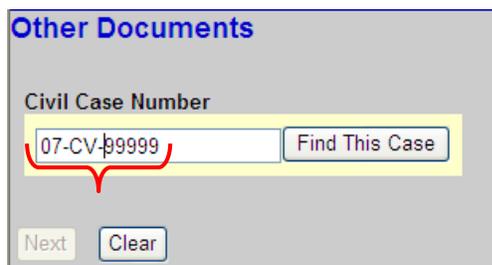
This is a SAMPLE case number. Enter the case number provided in the email from the Clerk's Office.

4. Click **Next.**

    This is a <u>sample case</u> number, only. Make sure the case number showing is the one provided to you in the email from the Clerk's Office.
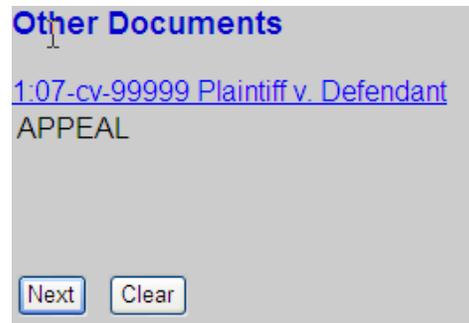
5. Click **Next**.

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

7. Click **Next**.

8. Click **Browse**.

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

10. Click **Open** to upload the file.
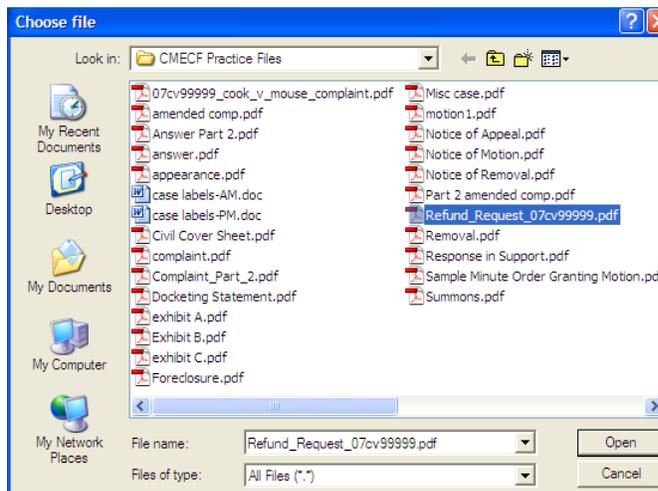
11. Verify that the correct file was uploaded and click **Next**.

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

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

Please enter the receipt number. 07520000000168728

Next   Clear

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 ____

Next   Clear

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)

Next   Clear

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] Doe v. Doe (Crowe, Ryan)

Next   Clear

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

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

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

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.**
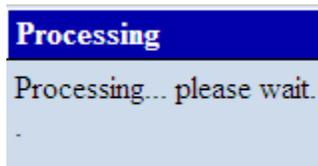
UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS
GENERAL ORDER 07 – 0023
GENERAL ORDER ON ELECTRONIC CASE FILING

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.