

Instructions for completing the Application for Refund Form

Complete Questions 1 through 4 and include the **Case Caption** on the top left of parenthesis.

1. A. Fill in the amount of the refund and the party name include if plaintiff or defendant.
B. Fill in the Civil Action No.
C. Fill in the reason for request.
2. The payment Agency Tracking ID will be found on your electronic receipt from Pay.gov or your Notice of Electronic Filing (NEF) email as the Receipt Number.

Transaction Date is the date of charge.

3. Check the type of credit card used for payment.
4. Fill in credit card number and expiration date.
Confirmation email - (Anyone who is responsible for your accounting may also receive this email)
Signature - **MUST** be of Attorney of record that is on the document for refund.
Enter complete address and phone number.

Instructions for CM/ECF submission of Application for Refund Form

- From the Civil Tool Bar
- Go to **Other Filings** - Select **Other Documents**
- From the Drop Down Menu Select - **Application for Refund (To be filed at 2:07-mc-203)**
- Follow screen instructions

You will receive a Confirmation Email once the Refund has been successfully processed.