



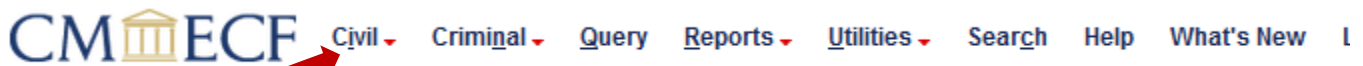
REFUND REQUEST – DUPLICATE PAYMENT OF ADMISSION OR REGISTRATION FEES

The general policy of the United States Courts is not to refund fees or payments. Under certain circumstances, however, a refund may be allowed if the payment is a duplicate or was made in error due to system or user error.

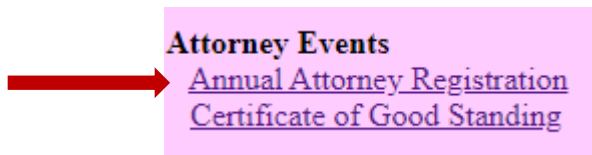
A request for a refund must be accompanied by a completed [Refund Request Form](#), which can also be found on the court's website.

STEP 1 Login into the District of Utah's CM/ECF

STEP 2 Click the **Civil** tab on the navigation toolbar



STEP 3 Under the heading Attorney Events, Click **Annual Attorney Registration**.



STEP 4 Select **Refund Request – Duplicate Payment of Admission or Registration**. The option should then appear in the Selected Event box. **Click Next**

Annual Attorney Registration

Available Events (click to select an event)

- Refund Request-Duplicate Payment of Admission or Registration
- Registration for Active Attorneys
- Registration for Federal Attorneys
- Registration for Fee Suspended Attorneys
- Registration for Inactive Attorneys
- Request to go Inactive

Selected Event

Refund Request-Duplicate Payment of Admission or Registration

STEP 5 No action is needed on this screen. **Click Next.**


Annual Attorney Registration
[2:18-nr-09999 Attorney Registration 2018](#)

DO NOT click on the case number - it is a link to the docket sheet. Click NEXT to continue

STEP 6 This screen is a reminder to complete the **Refund Request Form**. The form is available on this screen and on the court's website. Complete and save the Form as a PDF. You will attach the Form on the next screen. **Click Next.**

Annual Attorney Registration
[2:18-nr-09999 Attorney Registration 2018](#)

Download and complete the Refund Request Form. Attach it on the next screen.




STEP 7 Attach the PDF **Refund Request Form** as the **Main Document**. Do not use the Attachments option. After the Form is uploaded, **click Next.**

Annual Attorney Registration
[2:18-nr-09999 Attorney Registration 2018](#)

Select the PDF document and any attachments.

Main Document
 Refund Request Form.pdf

Attachments	Category	Description
1. <input type="button" value="Choose File"/> No file chosen	<input type="text" value=""/>	<input type="text" value=""/>



STEP 8 This event requires a filing “Party.” Select **Attorney Registration [inre]** as the filer. **Click Next.**

Annual Attorney Registration
[2:18-nr-09999 Attorney Registration 2018](#)
CHOOSE Attorney Registration as the filer

[Collapse All](#) [Expand All](#)

Attorney Registration inre

Select the filer.

Select the Party:

Attorney Registration [inre]

Next Clear

STEP 9 Select the reason for the refund. **Click Next.**

Annual Attorney Registration
[2:18-nr-09999 Attorney Registration 2018](#)
Select the fee to be refunded

Attorney Admissions
 Annual Attorney Registration

Next Clear

OR

Annual Attorney Registration
[2:18-nr-09999 Attorney Registration 2018](#)
Select the fee to be refunded

Attorney Admissions
 Annual Attorney Registration

Next Clear

STEP 10 Before completing the request, review the text on the Docket Text screen. The text will be modified depending on the reason for the refund. If the text is correct, **click Next**.

Docket Text: Modify as Appropriate.
REFUND REQUEST FOR DUPLICATE PAYMENT OF ATTORNEY ADMISSION FEES filed by Beckett, Sam.

Authorized refunds for credit card or debit card payments will be processed through Pay.gov. Authorized refunds of ACH payments will be issued by check through the U.S. Treasury. A waiting period of up to 30 days may be required before your request is approved. If you have not received your refund after 40 days, please contact the clerk's office and ask to speak someone in the finance department. (Beckett, Sam)

OR

Docket Text: Modify as Appropriate.
REFUND REQUEST FOR DUPLICATE PAYMENT OF ANNUAL ATTORNEY REGISTRATION FEES filed by Beckett, Sam.

Authorized refunds for credit card or debit card payments will be processed through Pay.gov. Authorized refunds of ACH payments will be issued by check through the U.S. Treasury. A waiting period of up to 30 days may be required before your request is approved. If you have not received your refund after 40 days, please contact the clerk's office and ask to speak someone in the finance department. (Beckett, Sam)

STEP 11 Review the final docket text for the entry. It should reflect the choices you made on the previous screens. Also verify that the correct document has been attached to the entry.

Docket Text: Final Text
REFUND REQUEST FOR DUPLICATE PAYMENT OF ANNUAL ATTORNEY REGISTRATION FEES filed by Beckett, Sam.

Authorized refunds for credit card or debit card payments will be processed through Pay.gov. Authorized refunds of ACH payments will be issued by check through the U.S. Treasury. A waiting period of up to 30 days may be required before your request is approved. If you have not received your refund after 40 days, please contact the clerk's office and ask to speak someone in the finance department. (Beckett, Sam)

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

Source Document Path (for confirmation only):
C:\fakepath\Refund Request Form.pdf pages: 1

NOTE: This entry will not send you a Notice of Electronic Filing. Print the notice that will appear on your screen for your own records.

STEP 12 The clerk's office financial staff will review the request. Authorized refunds for credit card or debit card payments will be processed through Pay.gov. Authorized refunds of ACH payments will be issued by check through the U.S. Treasury. A waiting period of up to 30 days may be required before your request is approved. If you have not received your refund after 40 days, please contact the clerk's office and ask to speak someone in the finance department.