



REFUND REQUEST FOR CERTIFICATE OF GOOD STANDING

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.

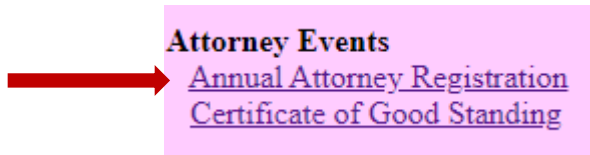
A request for a refund must be accompanied by a completed [Refund Request Form](#), which can also be found on the court's website.

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 for Certificate of Good Standing**. The option should then appear in the Selected Event box. **Click Next**

Certificate of Good Standing

Available Events (click to select an event)	Selected Event
<input type="text" value="Certificate of Good Standing"/>	<input type="text" value="Refund Request for Certificate of Good Standing"/>
<input type="text" value="Refund Request for Certificate of Good Standing"/>	

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**.

Certificate of Good Standing
[2:15-nr-08888 Certificate of Good Standing](#)
This event is for refund re Certificate of Good Standing.
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**.

Certificate of Good Standing
[2:15-nr-08888 Certificate of Good Standing](#)
Select the PDF document and any attachments.

Main Document
 Refund Request Form.pdf

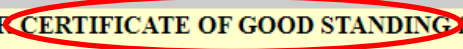
Attachments	Category	Description
1. <input type="button" value="Choose File"/> No file chosen	<input type="text" value=""/>	<input type="text" value=""/>



STEP 8 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 FOR CERTIFICATE OF GOOD STANDING 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 9 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 FOR CERTIFICATE OF GOOD STANDING 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

Next Clear

If the correct reason for the refund is listed in the text and the request form was attached, **click Next**.

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 10 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.