



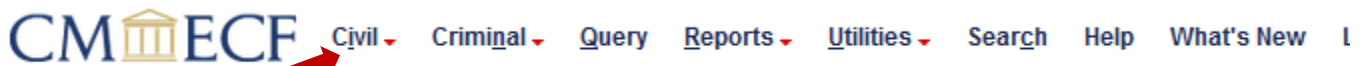
REFUND REQUEST – DUPLICATE OR ERRONEOUS PAYMENT IN A CIVIL CASE

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 system.

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



STEP 3 Under the heading Other Filings, Click **Other Documents**.



STEP 4 Search for and select **Refund Request – Duplicate or Erroneous Payment in a Case**. The option will then appear in the Selected Event box. **Click Next**

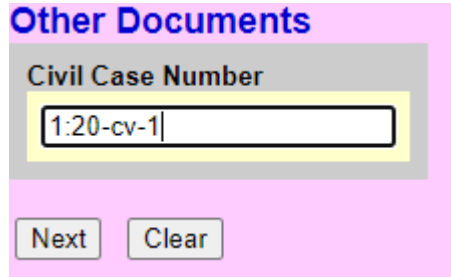
Other Documents

refund Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select an event) **Selected Event**

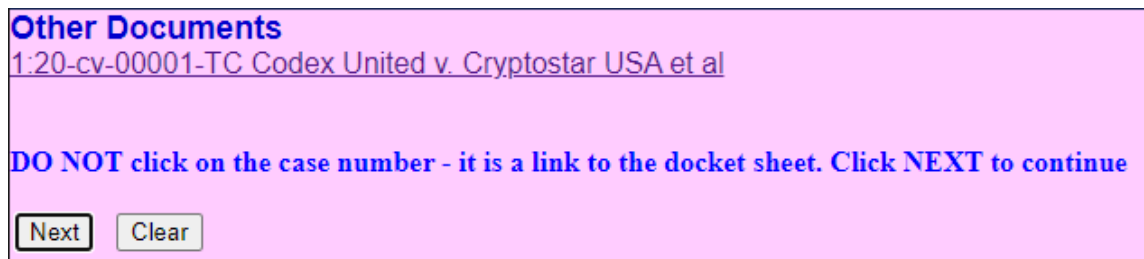
Refund Request-Duplicate or Erroneous Payment in a Case Refund Request-Duplicate or Erroneous Payment in a Case

STEP 5 Enter the case number in which the duplicate or erroneous payment was made.




Other Documents
Civil Case Number
1:20-cv-1
Next Clear

STEP 6 No action is needed on this screen. **Click Next.**



Other Documents
[1:20-cv-00001-TC Codex United v. Cryptostar USA et al](#)
DO NOT click on the case number - it is a link to the docket sheet. Click NEXT to continue
Next Clear

STEP 7 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.**



Other Documents
[1:20-cv-00001-TC Codex United v. Cryptostar USA et al](#)
Download and complete the Refund Request Form. Attach it on the next screen.
Next Clear

STEP 8 Attach the PDF **Refund Request Form** as the **Main Document**. Do not use the Attachments option. After the Form is uploaded, **click Next**.

Other Documents
[1:20-cv-00001-TC Codex United v. Cryptostar USA et al](#)
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 9 Select the reason for the refund (for instance, **Duplicate Fee Payment**, **Payment in Incorrect Case**, or **Incorrect Payment Amount**). **Click Next**.

Other Documents
[1:20-cv-00001-TC Codex United v. Cryptostar USA et al](#)
Select the fee to be refunded

Duplicate Fee Payment
 Payment in Incorrect Case
 Incorrect Payment Amount

Other Documents
[1:20-cv-00001-TC Codex United v. Cryptostar USA et al](#)
Select the fee to be refunded

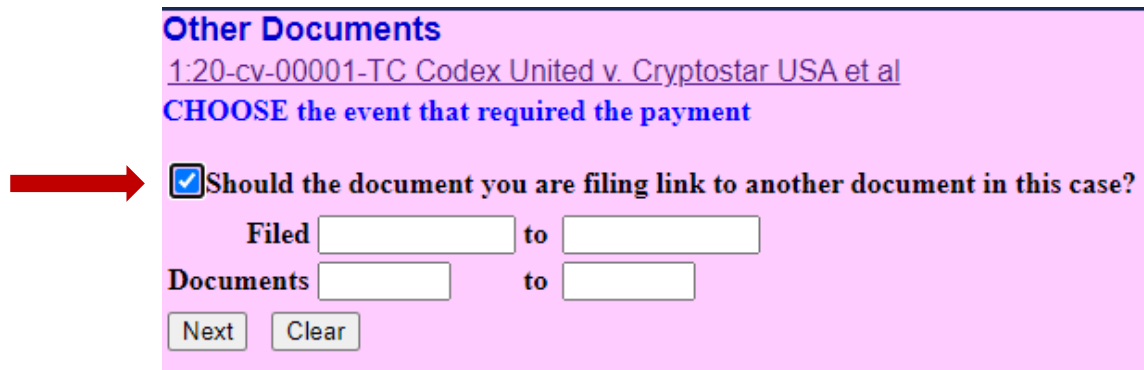
Duplicate Fee Payment
 Payment in Incorrect Case
 Incorrect Payment Amount

OR

Other Documents
[1:20-cv-00001-TC Codex United v. Cryptostar USA et al](#)
Select the fee to be refunded

Duplicate Fee Payment
 Payment in Incorrect Case
 Incorrect Payment Amount

STEP 10 This request must be linked to the document that required payment. Click the box next to **“Should the document you are filing link to another document in this case?”** You may add the document number or date range of the document associated with the payment in the **“Filed”** or **“Documents”** fields, if known. Otherwise, please leave those fields blank. **Click Next.**



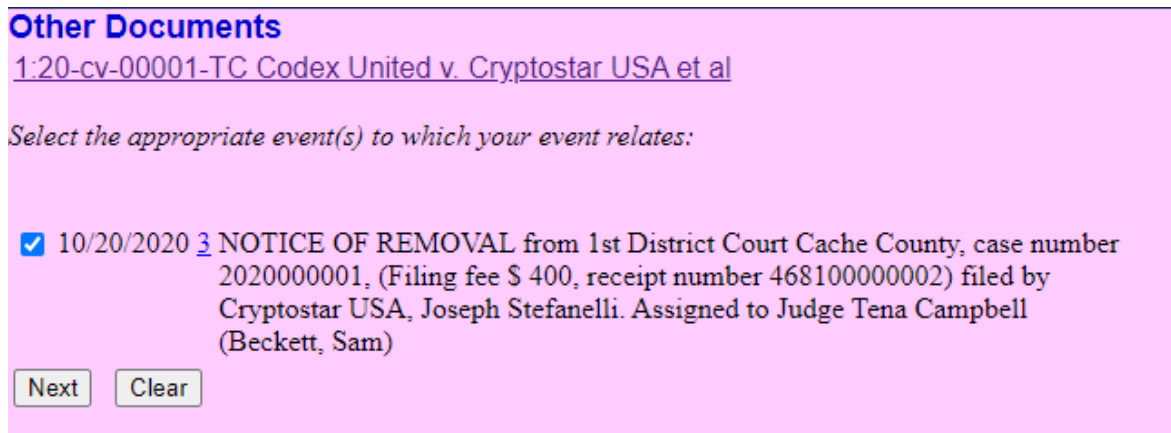
Other Documents
[1:20-cv-00001-TC Codex United v. Cryptostar USA et al](#)
CHOOSE the event that required the payment

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

Filed to

Documents to

STEP 11 Select the box next to the document for which the duplicate or erroneous payment was made. When the checkmark is visible next to the entry, **click Next.**



Other Documents
[1:20-cv-00001-TC Codex United v. Cryptostar USA et al](#)

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

10/20/2020 3 NOTICE OF REMOVAL from 1st District Court Cache County, case number 2020000001, (Filing fee \$ 400, receipt number 468100000002) filed by Cryptostar USA, Joseph Stefanelli. Assigned to Judge Tena Campbell (Beckett, Sam)

STEP 12 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 FEE PAYMENT re [3] Notice of Removal 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 PAYMENT IN INCORRECT CASE re [3] Notice of Removal 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 INCORRECT PAYMENT AMOUNT re [3] Notice of Removal 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 13 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 INCORRECT PAYMENT AMOUNT re [3] Notice of Removal 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.**

STEP 14 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.