REFUND REQUEST – DUPLICATE OR ERRONEOUS PAYMENT IN A CRIMINAL 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.
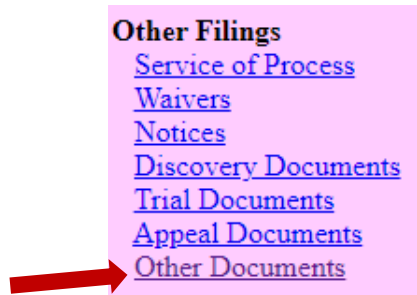
A request for a refund must be accompanied by a completed Refund Request Form, which can also be found on the court's website.

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

STEP 2   Click the **Criminal** 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.**

STEP 5   Enter the case number in which the duplicate or erroneous payment was made. Select the Defendant for which payment was made, if necessary. **Click Next.**

Other Documents

Criminal Case Number

2:15-cr-469-1 ⌷ Hide Case List
Select a case:
☐ 2:15-cr-00469-DB USA v. Palmer et al ⊟
☑ 2:15-cr-00469-DB-1 Wayne Palmer (closed 10/25/2018)
☐ 2:15-cr-00469-DB-2 Julieann Martin

Next ⌷ Clear

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

Other Documents
2:15-cr-00469-DB USA v. Palmer et al

APPEAL

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
2:15-cr-00469-DB USA v. Palmer et al

APPEAL

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
2:15-cr-00469-DB USA v. Palmer et al

APPEAL

Select the PDF document and any attachments.

Main Document
Choose File   Refund Request Form.pdf

Attachments	**Category**	**Description**
1. Choose File No file chosen	⌄	

Next   Clear

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
2:15-cr-00469-DB USA v. Palmer et al

APPEAL

Select the fee to be refunded
◉ Duplicate Fee Payment
○ Payment in Incorrect Case
○ Incorrect Payment Amount

Next   Clear

Other Documents
2:15-cr-00469-DB USA v. Palmer et al

APPEAL

Select the fee to be refunded
○ Duplicate Fee Payment
◉ Payment in Incorrect Case
○ Incorrect Payment Amount

Next   Clear

Other Documents
2:15-cr-00469-DB USA v. Palmer et al

APPEAL

Select the fee to be refunded
○ Duplicate Fee Payment
○ Payment in Incorrect Case
◉ Incorrect Payment Amount

Next   Clear

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

2:15-cr-00469-DB USA v. Palmer et al

APPEAL

CHOOSE the event that required the payment

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

Filed [   ] to [   ]
Documents [   ] to [   ]

[Next]   [Clear]

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.**

☐ 10/25/2018   Judge update in case as to Wayne Palmer, Julieann Martin. Judge Dee Benson added. (rks)

☐ 10/25/2018 5 JUDGMENT as to Wayne Palmer (1), Count(s) 1, 60 months; Count(s) 15-31, 2-14, 32, 34-48, Dismissed; Count(s) 33, 60 Months. Defendant Termed. Signed by Judge Dee Benson on 10/25/18.(rks)

☑ 10/16/2020 6 NOTICE OF APPEAL by Wayne Palmer re 5 Judgment. Filing fee $ 505, receipt number 46810000012. Appeals to the USCA Tenth Circuit. Fee Status: Paid. (jwt) (Entered: 10/20/2020)

[Next]   [Clear]

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 [6] Notice of Appeal - Final Judgment 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)

[Next]   [Clear]

OR

Docket Text: Modify as Appropriate

REFUND REQUEST FOR PAYMENT IN INCORRECT CASE re [6] Notice of Appeal - Final Judgment 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)

Next   Clear

OR

Docket Text: Modify as Appropriate

REFUND REQUEST FOR INCORRECT PAYMENT AMOUNT re [6] Notice of Appeal - Final Judgment 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)

Next   Clear

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 DUPLICATE FEE PAYMENT re [6] Notice of Appeal - Final Judgment 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.