

**IN THE UNITED STATES DISTRICT COURT
FOR THE CENTRAL DISTRICT OF ILLINOIS**

IN RE:)
REFUND POLICY FOR) **AMENDED GENERAL ORDER NO. 22-01**
ELECTRONIC FEES)

The Judicial Conference of the United States has had a longstanding policy of not refunding filing fees even if a party filed the case in error or the court dismissed the case or proceeding. In 2005, with the advent of the Case Management/Electronic Case Files (CM/ECF) system, the Judicial Conference issued guidance addressing a court’s limited authority to refund fees when errors occur in electronic payments. The 2005 guidance did not otherwise affect the general policy prohibiting refunds. This Order promulgates procedures for refunding fees in the Central District of Illinois.

IT IS ORDERED that the Clerk of Court, or his designee, shall refund a fee erroneously paid if discovered by the Clerk of Court or upon application of a party. “Fee erroneously paid” is defined as a duplicative payment, a fee paid in the wrong amount, or a payment caused by a technological error. Upon verification of the error, the Court will process the refund back to the same credit card from which the payment was made and enter a note on the docket, if applicable. Applications must be emailed to financedepartment@ilcd.uscourts.gov and include:

- Account holder full name
- Date of pay.gov transaction
- Receipt number or pay.gov tracking ID number
- Current and complete billing address
- Reason for refund
- Case number, if applicable
- Signature
- Date of request

In the event that a particular attorney or law firm makes repeated mistakes when submitting fees, the Court may consider remedial action, such as issuing an order to show cause why further requests for refunds should be considered. All other refund requests must be made by motion for a judicial determination in the applicable case.

ENTERED this 25th day of April, 2022.



Sara Darrow, Chief Judge
United States District Judge