



## **Requesting a Refund for Electronic Payments Made in Error**

Occasionally, erroneous electronic payments may be processed through the Pay.gov system – for example, a payment is made in the wrong case, or a duplicate payment is processed due to the e-filer using the browser’s back button and submitting the same transaction twice.

If the court’s Finance Department staff discovers a duplicate payment immediately upon filing, they may issue a refund of the duplicate fee without any further action required by the e-filer. However, if an erroneous payment is discovered after the Pay.gov transaction has been posted (fully processed), the attorney e-filer must file a “Request for Refund” in CM/ECF.

**STEP 1:** Login to CM/ECF with an attorney account and select “Other Documents” from either the “Civil” or “Criminal” events menu:



The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Civil Events". The main content area is divided into two columns. The left column is titled "Initial Pleadings and Service" and contains links for "Complaints and Other Initiating Documents", "Service of Process", "Answers to Complaints", and "Other Answers". The right column is titled "Other Filings" and contains links for "Discovery Documents", "Notices", "Trial Documents", "Appeal Documents", and "Other Documents". Below these columns is a section titled "Motions and Related Filings" with links for "Motions" and "Supporting Documents and Responses".

**STEP 2:** Enter the case number:



The screenshot shows the CM/ECF web interface for the "Appeal Documents" section. At the top is the same blue navigation bar as in the previous screenshot. Below the navigation bar, the page title is "Appeal Documents". The main content area has a label "Civil Case Number" above a text input field. The input field contains the text "0:07-cv-110". Below the input field are two buttons: "Next" and "Clear".

**STEP 3:** Select the filer:



**STEP 4:** Select the "Request for Refund of Fees Paid Electronically" event:



**STEP 5:** Browse for the PDF “Request for Refund” document.

**NOTE:** A sample form for this purpose is available on the court’s public website at [www.mnd.uscourts.gov/forms](http://www.mnd.uscourts.gov/forms) :

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Other Documents**  
0:07-cv-00110-JRT-FLN Johnson v. Guidant  
APPEAL

Select the pdf document and any attachments.

**Main Document**  
C:\Documents and Settings\All Users\T

| Attachments                               | Category                      | Description                   |
|---|-------------------------------|-------------------------------|
| 1. <input type="text" value="Browse..."/> | <input type="text" value=""/> | <input type="text" value=""/> |

**STEP 6:** Select the previously filed event to which the refund request applies:

**ECF** Civil Criminal Query Reports Utilities Search Logout

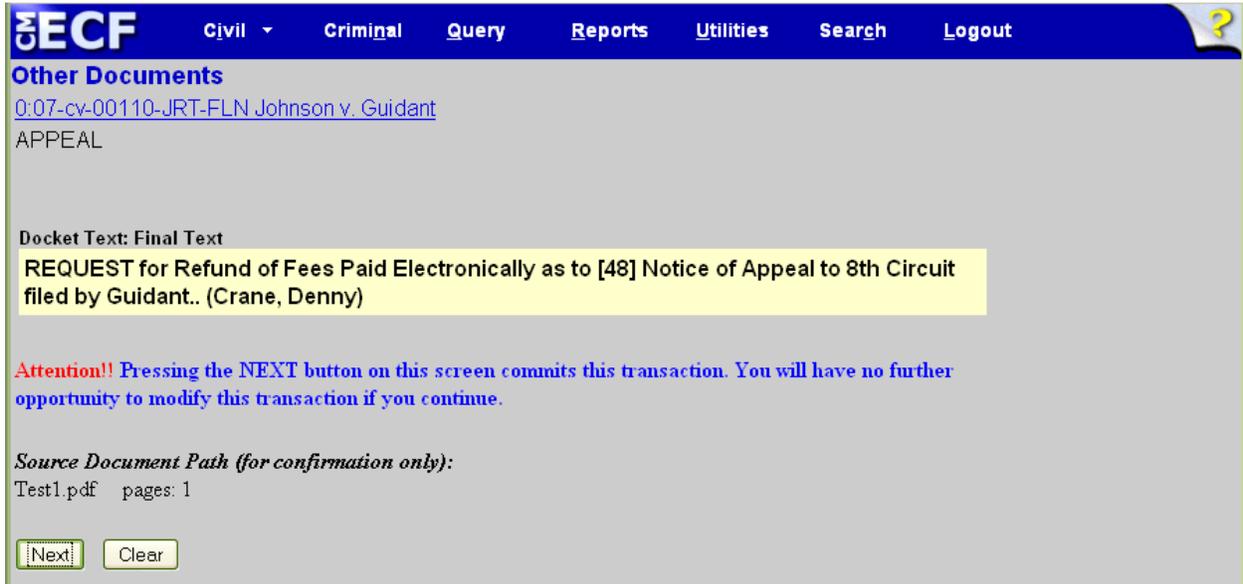
**Other Documents**  
0:07-cv-00110-JRT-FLN Johnson v. Guidant  
APPEAL

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

09/07/2009 48 NOTICE OF APPEAL TO 8TH CIRCUIT as to 33 Order on Motion to Amend/Correct by Guidant. Filing fee \$ 455, receipt number 0864-160398. (Crane, Denny)

Done ecf-test.mnd.circ8.dcn

**STEP 7:** Clicking “Next” displays the final (“Attention”) screen:



Clicking “Next” commits the filing event and generates the Notice of Electronic Filing (NEF). The resulting docket entry text includes a reference to the previously filed payment event:

| Date Filed | #                  | Docket Text  |
|------------|--------------------|--|
| 09/07/2009 | <a href="#">49</a> | REQUEST for Refund of Fees Paid Electronically as to <a href="#">48</a> Notice of Appeal to 8th Circuit filed by Guidant. (Crane, Denny) (Entered: 09/07/2009) |