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:

STEP 2: Enter the case number:

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 :

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

STEP 7: Clicking "**Next**" displays the final ("Attention") screen:
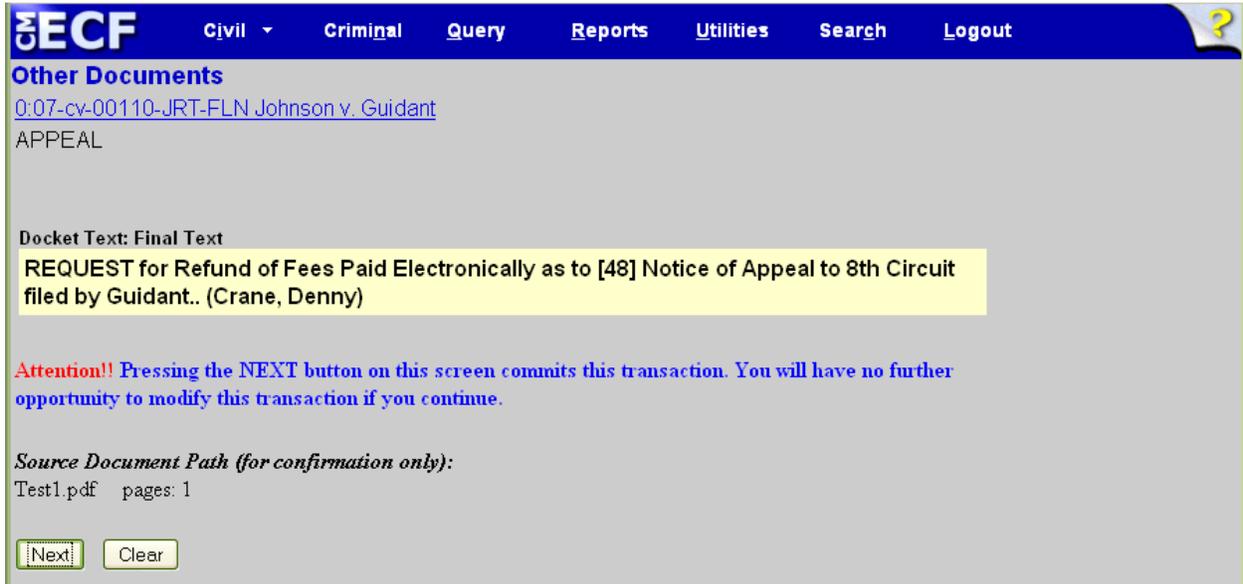
Clicking "**Next**" commits the filing event and generates the Notice of Electronic Filing (NEF). The resulting docket entry text includes a reference to the previously filed payment event:

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