



DISTRICT COURT OF GUAM

APPLICATION FOR REFUND OF FEES PAID ELECTRONICALLY

Background:

Judicial Conference Policy generally prohibits the refund of fees, however refunds may be issued upon approval under limited circumstances, such as:

- a. When an overpayment has been made by the filer, or
- b. When a duplicate, identical complaint, notice of removal, a notice of appeal, petition for writ of habeas corpus, or pro hac vice request for NEF is filed more than once by the same attorney or the same law firm.

1. A request for a refund of fees paid via **Pay.gov** shall be made by this application which must be filed with the Clerk of Court.
2. Upon filing, the Clerk's Office will review the application and, if appropriate, issue a Clerk's Order approving a refund, signed by the Clerk or his/her designee.
3. All other applications for refund will be directed to the assigned judge.
4. The Finance Department will issue a refund through Pay.gov against the credit card used. Refunds for ACH transactions require a check be issued by the Clerk of Court. (If it was an ACH transaction, please indicate the payee name and address that the check will be sent to below.)

Name: _____

Case number: _____

Date of request: _____

Date of transaction: _____

Current address: _____

Receipt number or **Pay.gov** tracking ID number: _____

Reason for refund: _____

_____.

****Please attach a copy of all receipts associated with the filing.****