



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.
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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.)
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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.****