

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF ILLINOIS**

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**ADMINISTRATIVE ORDER NO. 11-1**

**REGARDING CLERK'S OFFICE REFUND POLICY  
FOR ELECTRONIC CASE FILINGS (ECF)**

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This Order promulgates procedures for the refunding of duplicate filing fees which occur through errors made during the electronic filing of documents.

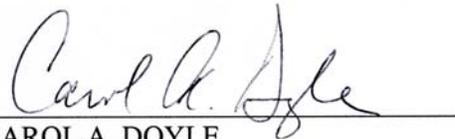
**IT IS HEREBY ORDERED that:**

1. The Clerk of Court has the authority to approve refunds for fees paid electronically for monies collected by or paid to the court in error, such as duplicate charges or electronic system errors.
2. In instances where the Court discovers an error, the Clerk may initiate a refund.
3. Claimants seeking a refund must submit a written application in the form of a letter with the supporting documentation. The letter and supporting documentation should be sent to:

Financial Services Department  
United States Bankruptcy Court  
219 South Dearborn Street  
Chicago, IL 60604

4. Upon verification of the error, the refund shall be processed back to the same credit card from which the duplicate payment was made and be entered on the docket for recording purposes.

**ENTERED:**



CAROL A. DOYLE  
Chief Judge

**Date: January 14, 2011**