

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

**AMENDED ADMINISTRATIVE ORDER NO. 11-01**

The Judicial Conference's policy on refunding filing fees has been interpreted generally to prohibit refunds of fees due upon filing, even if a party filed a case in error or the court dismissed the case. This order explains the method for obtaining a refund and the authority of the Clerk to grant refunds.

1. The Clerk of the Court has the authority to approve refunds of fees paid electronically if the Court collected the fees in error or a party paid the fees in error.
2. In instances where the Court discovers an error, the Clerk may, but is not required to, initiate a refund.
3. Claimants seeking a refund must submit an electronic written application. The form is available on the Court's website.
4. Upon the Clerk's verification of the error, the refund will be made to the same credit card on which the error was made. Refunds must be processed through the electronic card system; courts may not issue refunds in the form of checks. The refund may be entered on the docket.
5. If an attorney or law firm makes repeated mistakes resulting in requests for refunds, the court may take remedial action, including an order to show cause why further requests for refunds should not be denied.



A. Benjamin Goldgar, Acting Chief Judge  
United States Bankruptcy Court  
Northern District of Illinois

Dated: November 21, 2019