


**ALMB REFUND POLICY
FOR OVERPAYMENT OF FUNDS**

1. Overpayments due to administrative or technical errors on the part of the clerk's office will be refunded automatically.
2. Except for trustees, overpayments of \$25 or less made by any party will be forfeited because the cost of issuing the refund greatly outweighs the actual refund.
3. The clerk's office will notify parties through CM/ECF of overpayments greater than \$25. To receive a refund of the money, a party must file a motion for refund within 30 days of the date that the clerk's office enters the notification on the docket. Overpayments will be forfeited if no motion is filed within 30 days.

NOTE: If a filing fee is being paid through a chapter 13 plan, then all payments should be timely made directly to the chapter 13 trustee. If you receive a notice that fees are due, please do not automatically pay the court. Simply check with the trustee to make sure they have received all payments. The trustee will forward the money to the clerk's office. The clerk's office will not dismiss a case without checking with the trustee to verify whether or not all payments for fees were actually received.

Dated August 15, 2016


Juan-Carlos Guerrero
Clerk of Court