

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF UTAH**

Notice

October 11, 2005

To: THE BAR AND OTHER PARTIES IN INTEREST

From: Bill Stillgebauer, Clerk

Subject: Change in Procedures to Request Refunds

Requirements of the Administrative Office of the United States Courts necessitate the following changes to our procedures for processing request for refunds.

- a) All requests for refunds will be by application and order, docketed in the case.
- b) All CM/ECF refunds are to be paid electronically within the same month as the transaction. Refund checks will only be issued when an electronic refund cannot be accomplished, i.e., end of month close out period, non-CM/ECF case.
- c) The clerk is delegated the authority to process the application and order for refunds that are in the ordinary course of business and do not exceed \$300.00 . Applications filed that do not meet these criteria will be flagged and the court will determine the necessity for a hearing.
- d) If the request for a refund is more than 30 days old from the date of the fee being paid , it will be flagged and the court will determine the necessity for a hearing.
- e) Repeated request for refunds (more than 2 a month) will trigger a hearing being scheduled before the court. Additional CM/ECF training may be required by the court and the refund may be granted or denied by the court.

These changes are effective the date of this notice. Please contact me at (801) 524-6565 should you have any questions.