Instructions for Overpayments

For an overpayment, you will deposit the full amount of the payment into your trust account, apply the balance due to the docket and refund the net amount of the overpayment back to the defendant. It is important that you follow the below procedures so that there is an audit trail of you refunding the money back to the defendant.

For example:

If there is a balance due on docket DC1234-00 of $134.50 and the defendant gives you a check of $200.00.

1) Apply $134.50 to the open docket of DC1234-00 in the Post a Deposit screen. Use the check number and date of the check as usual.

2) Add a new docket to the system, use the original docket number and add either R or RFD to the end. (i.e., DC1234-00RFD). The Attorney MUST be Pro-Se. The Judgment amount shall be equal to the over payment amount (ie., 200.00 – 134.50 = 65.50) and the dollarage shall be 0.00. The plaintiff shall be the person who made the overpayment, normally the defendant from the original docket. Since a defendant name must be filled in for this new refund docket, just fill in any name (REFUND will work just fine). It is recommended to fill in the note that this is a refund for overpayment. Then Add the docket to the system.

3) Go back to the Post a Deposit Screen and apply the overpayment to the docket you just entered. The amount shall be the net of the payment – balance apply to original docket = overpayment. (i.e., 65.50) Use the same check number and date of the original check from the defendant.

4) For disbursement back to the defendant you can either wait until the next check run, in which case the defendant will get a pro-se check automatically, or you can go to the individual check screen and choose the newly entered refund docket (i.e.,DC1234-00RFD) and cut a check for the overpayment amount that you entered in the previous step.

5) NOTE: Be careful not to refund the check until it clears in the bank, it may bounce!!!.