

Civil Fees

Resources:

- [UCA 78A-2-301](#), CJA [Rule 4-202.8](#), [Rule 4-503](#), [Rule 4-508](#)
- See Section 03 Daily Balancing, 03-03 Journal Closing - [03-04.01 Cases Filed no Fee Reconciliation](#) .
- [CORIS Fee Waiver](#) Procedure
- See Section 02 Receipting, 02-10 Revenue Classifications – [02-10.00 Revenue codes](#) for the Civil Fee Charts by court level
- Section 02 Receipting, [02-05.00 Epayments](#) and [02-15.00 Refunds](#)
- Refer to Legal opinions – Subsection: “Fees” memo dated April 2020 regarding civil fee refunds.

Policy:

1. Civil fees will be paid by the filing party at the time of filing.
2. When a government agency is the filing party, the fee may be paid by the judicially specified party at the time of adjudication.
3. Per UCJA Rule 4-503, attorneys must file probate, civil and domestic filings electronically.
4. Upon verbal or written request, filing fees can be refunded for the following reasons without a court order (Refer to Legal Opinion dated April 21, 2020). Other reasons are at the discretion of the judge:
 - a. when the case was filed in the wrong court;
 - b. when a case was inadvertently filed twice; and
 - c. when the person paid the wrong amount.
5. Only waived according to CJA Rule 4-202.8
6. When payment has not been rendered, the court will send notice to remit within 10 days. Refer to local procedure for subsequent action.
7. Whether a filing fee is paid by check and the check is returned unpaid by the bank or by credit card and disputed, the district may establish guidelines to determine whether to proceed with the case. If the case is dismissed, the filing party must be notified either by phone or in writing.