

CLARK COUNTY COURTS
CLARK COUNTY, NEVADA

In the matter of)
Procedures for Processing Refunds,) Administrative Order No. 07-6
_____)

WHEREAS it has been determined that the average cost for issuing a refund check often exceeds the amount of the refund, and a clear procedure is needed to process overpayments fairly and efficiently,

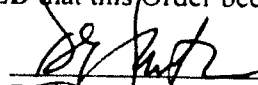
IT IS HEREBY ORDERED that if the amount of an overpayment is \$15.00 or more, the Clark County Courts will issue an immediate refund, and

IT IS FURTHER ORDERED that if the amount of an overpayment is less than \$15.00, the Clark County Courts will not issue an immediate refund; instead, the following guidelines will be used when an overpayment of \$15.00 or less is received by the Clark County Courts:

- (1) The Clark County Courts shall deposit the non-refunded overpayments to the County General Fund on a monthly basis;
- (2) If the person who made the overpayment requests a refund within one year after the original payment was received by the Clark County Courts, the County shall refund the overpayment;
- (3) A refund request must be in writing to the Las Vegas Justice Court – Finance Division, or to the Eighth Judicial District Court – Finance Division, depending on which Court will process the refund request. Additionally, the refund request shall include the following information:
 - (a) The case number or citation number, if applicable;
 - (b) The Plaintiff and Defendant's name, if applicable;
 - (c) The approximate date that the payment was received by the Court; and
 - (d) The name and address of the person making the payment; and

IT IS FURTHER ORDERED that this Order becomes effective on **October 1, 2007**.

9-26-07
Date


DOUGLAS SMITH, Chief Justice of the Peace

9-26-07
Date


KATHY HARDCASTLE, Chief District Court Judge