

Superior Court of California County of Imperial

March 10, 2006

This document explains the procedure for refunds on credit card transactions.

If a credit cardholder claims the Court has inappropriately charged amounts to a credit card they may contact Accounting staff who will investigate the transaction.

Alternatively the credit cardholder may request a refund by mailing the details of the transactions to the Superior Court. The Court will need the following information to investigate the request:

- 1) Name of person on the credit card
- 2) Case number
- 3) The name on the case if different from (1) above.
- 4) Date of transaction
- 5) The amount of the transaction
- 6) Address of the person on the credit card

Upon investigation the court will determine if a refund is appropriate; if so the court will issue a check within 15 days. After investigation, if a refund is not appropriate, the Court will notify the cardholder within 15 days.