

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. #74
(AMENDED November 12, 2010)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff/Court Analysts
All Judges	Central Services Manager
Area Court Administrators	Judicial Services
Clerk of the Appellate Courts	APD Warrants
Rural Court Training Assistants	
All Clerks of Court	
All Magistrates	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: General Refund Policy

Revenue Funds: A court that receives an overpayment of revenue shall refund excess or erroneous collections. Prior to processing a refund to the payer, a review should be made to determine if there are other amounts owed by the payer to which the overpayment may be applied. If the overpayment cannot be applied to other amounts due and the amount is \$10.00 or less, the funds are to be receipted as miscellaneous revenue and deposited into the general fund.

Trust Funds: A court that receives an overpayment of trust monies shall refund excess or erroneous collections. If the amount is \$10.00 or less, the overpayment will be receipted as miscellaneous revenue and deposited into the general fund.

Revenue Refund Requests: When monies deposited to the miscellaneous revenue account under this policy are subsequently requested to be refunded to the payer, process this request using form ADM-155. Additional information regarding procedures for processing refund requests can be found in Chapter 4 of the Clerk's Accounting Manual.

Dated: November 12, 2010

/s/ _____
Christine E. Johnson
Administrative Director