*This letter must be printed on your firm’s letterhead.*

Orange County Superior Court

Attn: E-Filing Dept.  
700 Civic Center Dr. West

Santa Ana, California

**Case Name:** \_\_\_\_\_\_\_\_\_

**OCSC Case No.:** \_\_\_\_\_\_\_\_\_\_\_\_

**OCSC Transaction No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: Request for Refund**

Dear Clerk of the Court,

**The purpose of this letter is to request a refund in the amount of \_\_\_\_$X\_\_\_ for the above referenced case filed on \_\_\_(date)\_\_\_.** We are entitled to this refund because [explain reasoning for this refund request in as much detail as possible]. Please issue a refund check and remit to the address below with a copy of this letter.

One Legal LLC

1400 N McDowell Blvd

Petaluma, CA 94954

Sincerely,

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

Printed name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*(For One Legal Use Only)*

**Relating to:**

Customer Number: \_\_\_\_\_\_\_\_

One Legal Order Number: \_\_\_\_\_\_\_\_\_

Check # (If Applicable): \_\_\_\_\_\_\_\_\_\_\_

***Check one if applicable:***  indigent filer  government agency  special case type

We have been advised by the :

Clerk’s Office that an overage amount was paid

Accounting Unit that an erroneous refund was paid

Court, via court order that a refund must be issued

Customer, that an error was made