



# Brazos County District Clerk

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## Refund Policy

Brazos County District Clerk's Office is not obligated to provide refunds.

All refund requests are subject to approval by department head.

Refunds will be considered for the following circumstances:

- Clerical Errors
- Overpayments
- Payment Made in the Wrong Case

Any request that does not meet the criteria listed will not be considered. All requests for refunds must be submitted in writing and include the following:

- Cause number
- Style of the case
- Amount to be refunded
- Party who made the payment
- Copy of the receipt
- Reason for refund

**\*\*\*Requests must be submitted within 3 business days of receipt\*\*\***