

## Client Refund Request Form

Requesting Date:

Client Name (or Company Name):

Matter Number:

Reason for Refund:

Total Amount of Refund:

Has the Cover Letter Been Prepared?:  Yes  No

Should the File be Closed Upon Refund Submission?:  Yes  No

Should the File be Suspended Upon Refund Submission?:  Yes  No

Have the Final Closing Notes Been Added to MyCase?:  Yes  No

Mailing Address to Send Refund:

Email Address of Refund Recipient:

Signature of Requester:

Instructions: Fill out and save form to the corresponding 'Main Client' file. Email completed form to [lang@obermanlaw.com](mailto:lang@obermanlaw.com) for submission.