



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF WEST VIRGINIA

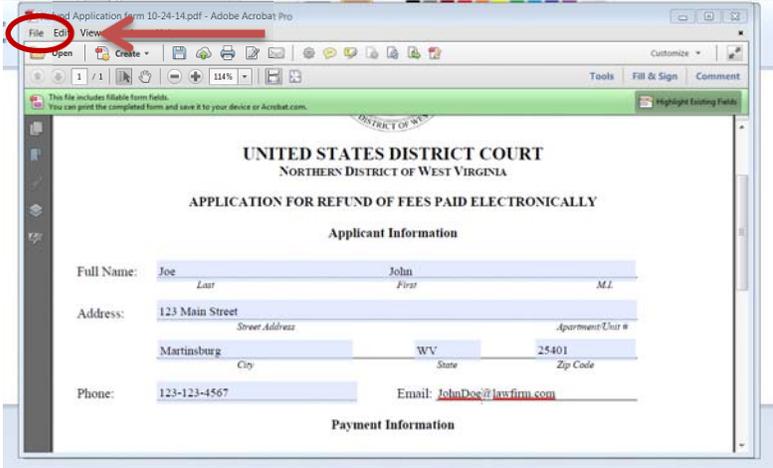
Instructions for Refund of Fees Paid Electronically

Fees that are erroneously paid using the Pay.gov system can be refunded pursuant to the following guidelines:

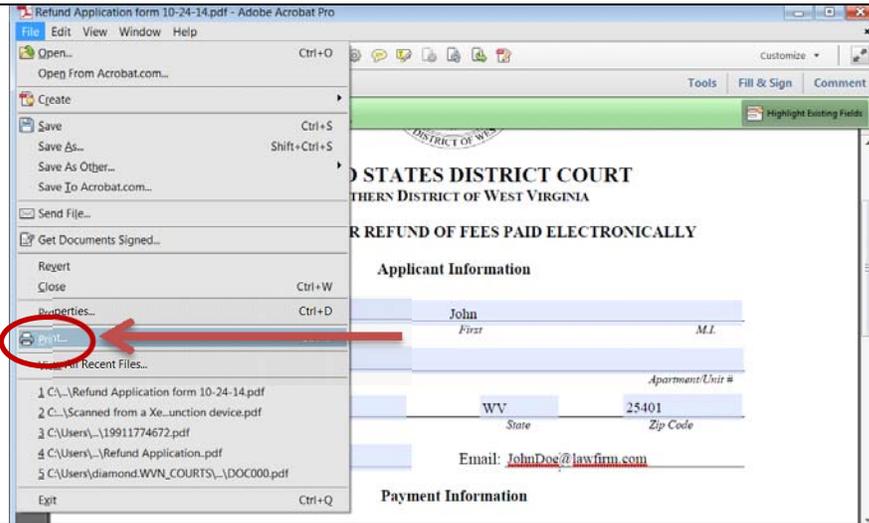
1. Duplicate payments, i.e., those where the payor has inadvertently paid the fee more than once in the same case, resulting in two or more identical credit card charges; or
2. Erroneous payments, i.e., those where the payor has inadvertently paid a fee in the wrong case; or when a fee is paid and no fee was due

(Please see Court's Standing Order, case number 5:14-mc-39) (Attachment A)

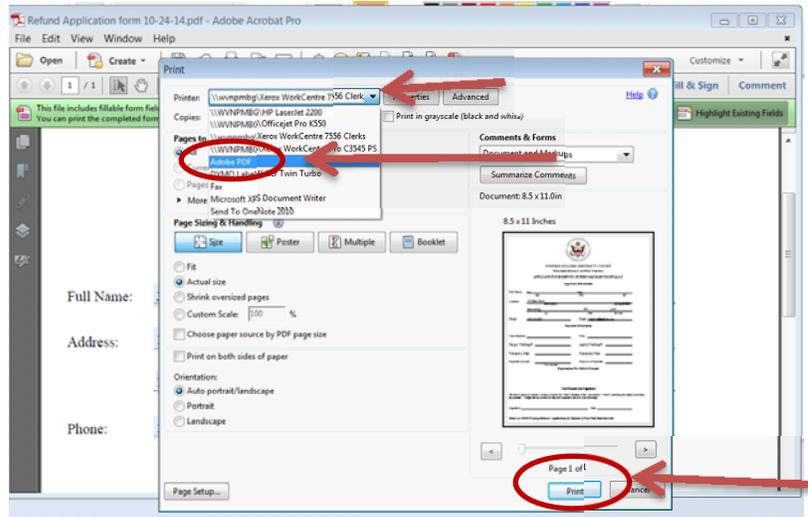
To request a refund, complete the **Application for Refund of Fees Paid Electronically** form (Attachment B) and print to Adobe (to change the form to a regular non-fillable PDF document) and save the Application in .pdf format.

Step	Action
After filling out the Application for Refund form; Select File	

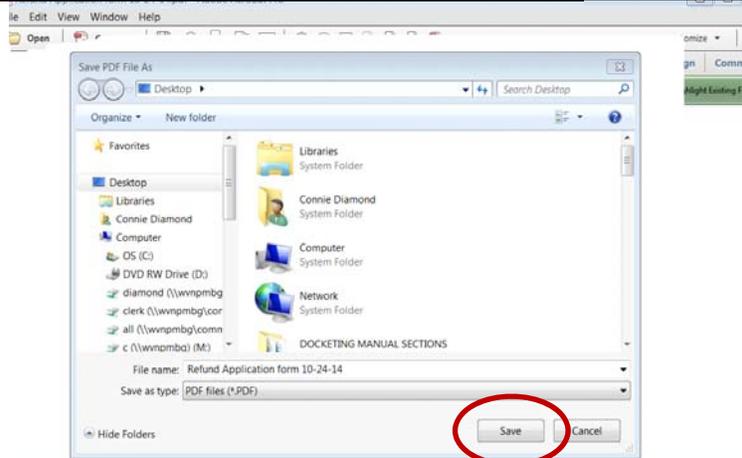
Select Print



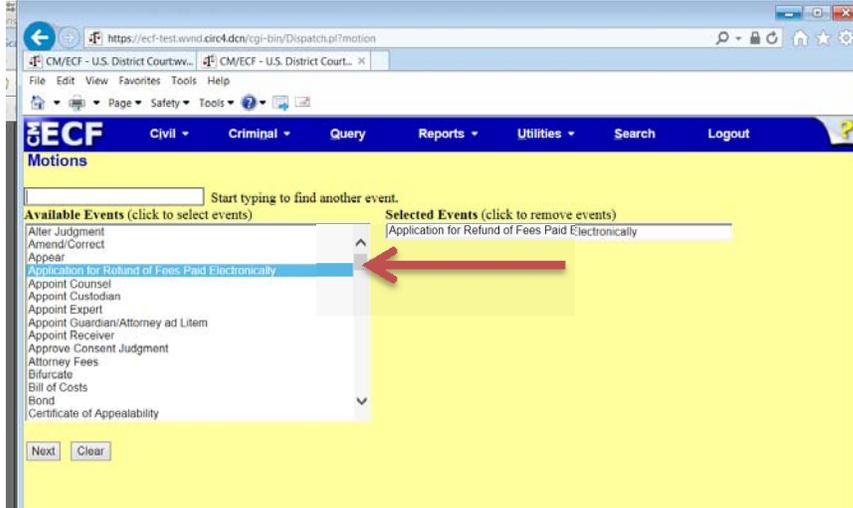
Click the dropdown and select Adobe PDF; Click Print



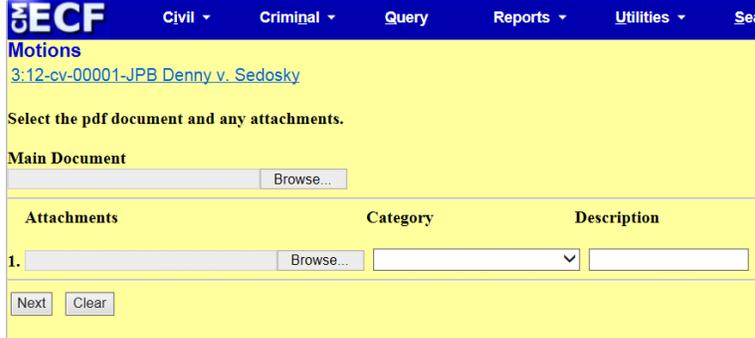
Save the document



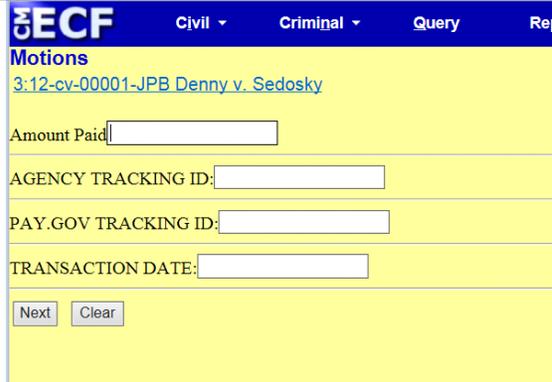
Next sign into CM/ECF; Click Civil> Motion> select the Motion type **Application for Refund of Fees Paid Electronically**



After adding the case number; Select the filer; Browse to select, review and upload the completed Application for Refund of Fees Paid Electronically



Enter the amount paid; Agency Tracking ID; Pay.Gov Tracking ID; Transaction Date information in the prompt boxes provided; Click Next



This information is located in the upper portion of the payment receipt

Your payment has been submitted to Pay.gov and the details are below. If you have any questions or you wish to cancel this payment, please contact Evelyn Howell at (304) 637-2143.

Application Name: WVND CM ECF
Pay.gov Tracking ID: 3FOTHMU6
Agency Tracking ID: 0424-737751
 Transaction Type: Sale
Transaction Date: Oct 27, 2014 9:46:58 AM

Account Holder Name: Attorney-court
Transaction Amount: \$505.00
 Billing Address: 444 main street
 City: Bridgeport
 State/Province: WV
 Zip/Postal Code: 26603
 Country: USA
 Card Type: Visa
 Card Number: *****2222

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Review final docket text, if correct; Click Next; and Next again to complete the transaction

ECF Civil Criminal Query Reports Utilities Search

Motions

[3:12-cv-00001-JPB Denny v. Sedosky](#)

Docket Text: Modify as Appropriate.

Review APPLICATION for Refund of Fees Paid Electronically

by Freddy Denny. (Attorney-court,)

Next Clear

Attachment A

IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF WEST VIRGINIA

FILED

OCT 22 2014

U.S. DISTRICT COURT-WVND
WHEELING, WV 26003

Re: POLICY TO REFUND ELECTRONIC PAYMENTS

ORDER

5:14-MC-39

With the advent of the Case Management/Electronic Case Files (CM/ECF), and the use of the Department of Treasury's Financial Management Service's Pay.gov electronic payment system, filing parties can inadvertently make erroneous or duplicate payments online. As a result, in March 2005, the Judicial Conference approved limited refund authority by the courts when user errors in the electronic payments are made. (JCUS-MAR 05, p.11)

Accordingly, pursuant to the *Guide to Judiciary Policy*, Volume 4, Chapter 6 § 650.20, IT IS **ORDERED** that the Clerk of Court, or designee, shall be authorized to refund a fee erroneously paid using the Department of Treasury, Financial Management Service's Pay.gov electronic payment system. Such refunds are authorized and will be processed pursuant to the following guidelines:

- (1) If it is discovered by the Clerk or Clerk's Office that a fee has been erroneously paid; or
- (2) If an attorney files a application for fee refund and it can be determined by the Clerk of Court, or her designee, that the fee has been erroneously paid.

IT IS FURTHER **ORDERED** that refunds shall be processed through Pay.gov and the electronic credit card system and the fee refund shall be entered on the docket.

Dated this 22nd day of October, 2014.



JOHN PRESTON BAILEY
CHIEF JUDGE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF WEST VIRGINIA



Attachment B

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF WEST VIRGINIA

APPLICATION FOR REFUND OF FEES PAID ELECTRONICALLY

Applicant Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *Zip Code*

Phone: _____ Email: _____

Payment Information

Case Number: _____ Filer: _____

Pay.gov Tracking #: _____ Agency Tracking #: _____

Transaction Date: _____ Transaction Time: _____

Payment Amount: _____ Purpose of Payment: _____
To be refunded

Explanation For Refund Request

Certification and Signature

The above request for refunds is made pursuant to this Court's Standing Order; case number 5:14mc39, permitting the refund of erroneous fee payments. I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

Enter on CM/ECF using Motions >Application for Refund of Fees Paid Electronically