

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

5:14-MC-39

ORDER

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