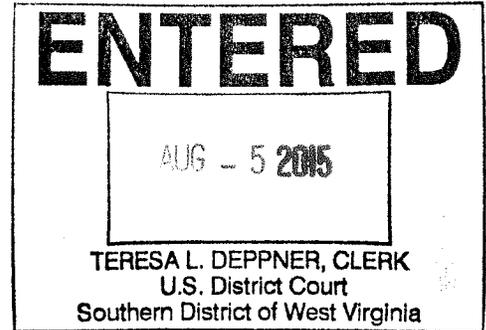


UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF WEST VIRGINIA

GENERAL ORDER



**RE: REFUND OF FEES**

With the advent of the Case Management/Electronic Case Files (CM/ECF), filing parties can inadvertently make erroneous or duplicate payments online. Accordingly, in March 2005, the Judicial Conference approved limited refund authority by the courts when user errors in electronic payments are made. (JCUS-MAR 05, p. 11.)

Accordingly, IT IS **ORDERED** that the judicial determination of a fee erroneously filed is delegated to the Clerk of Court. The Clerk of Court, or designee, shall be authorized to refund a fee erroneously paid:

- (1) If it is discovered by the Court or the Clerk's Office that a fee has been erroneously paid; or
- (2) If an attorney files a request through motion, application or email for a 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 the refund shall be processed through the electronic credit card system and the fee refund shall be entered on the docket.

The Court may consider remedial action, such as issuing an order to show cause, to attorneys or law firms making repeated mistakes when submitting fees and requesting refunds.

This General Order supersedes the General Order previously entered April 19, 2013.

Dated this 5<sup>th</sup> day of August, 2015.

ENTER: 8/5/15

A handwritten signature in black ink, appearing to read 'R. C. Chambers', written over a horizontal line.

ROBERT C. CHAMBERS, CHIEF JUDGE