

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF WEST VIRGINIA

**ENTERED**

GENERAL ORDER

APR 19 2013

TERESA L. DEPPNER, CLERK  
U. S. District Court  
Southern District of West Virginia

**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 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 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 the refund shall be processed through the electronic credit card system and the fee refund shall be entered on the docket. This Order shall apply retroactively to any refund made by the Clerk from March 15, 2005, and continuing forward.

Dated this 19 day of April, 2013.

  
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ROBERT C. CHAMBERS, CHIEF JUDGE