

MAY - 8 2007

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA

JAMES N. HATTEN, Clerk
By: *J. Metz*, Deputy Clerk

IN RE: :
: :
AUTHORITY TO REFUND : STANDING ORDER NO. 07-03
ERRONEOUS OR DUPLICATE :
ON-LINE FILING FEE PAYMENTS :
:

ORDER

This matter comes before the Court pursuant to the Court's addition of the Pay.gov internet fee payment capability to its Case Management/Electronic Filing (CM/ECF) system, and the resulting need for standard procedures for refunding erroneous electronic payments.

IT IS THEREFORE ORDERED:

that the limited authority to approve refunds of filing fees paid electronically via Pay.gov is delegated to the Clerk of Court

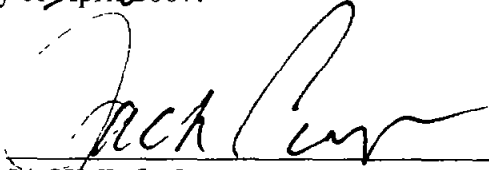
that the following procedures will govern all such refunds:

1. The Clerk may refund:
 - A. Duplicate payments. Those in which the payor has inadvertently paid the filing fee more than once in the same case, resulting in two or more identical credit card charges.
 - B. Erroneous payments. Those in which the payor has inadvertently paid the fee in the incorrect case.
2. A payor must request a refund by application to the Clerk of Court. The application should explain the circumstances leading to the request, and the amount of the requested refund. The payor should electronically file the application in the case in which payor made the duplicate or erroneous payment.

3. The Clerk of Court may authorize a refund request, deny it, or refer it to the district judge to whom the case is assigned
4. If the Clerk of Court denies a refund, a payor may, within 5 days, move to have the Judge to whom the case is assigned review the denial.
5. All authorized refunds shall be processed through the Pay gov electronic credit card system. If the payor's credit card is no longer valid, the court will issue a check through the U.S. Treasury. In no event will the Clerk of Court issue a cash refund.
6. If a filer repeatedly requests refunds for mistakes made when paying fees online, the Clerk may request the Court to order remedial action, such as additional training, or to order the filer to show cause why the Clerk should consider further requests for refunds.

This limited approval for refund of fees paid electronically through Pay.gov does not otherwise amend the general refund policy.

IT IS SO ORDERED this 8 day of May 2007.



JACK T. CAMP
Chief United States District Judge