

OCT 18 2019

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF VIRGINIA

LIA G. DUDLEY, CLERK
A Seagle
CLERK

In Re:)
)
Refund of Electronically Paid Fees) **STANDING ORDER**
) **No. 2019-9**

In accordance with Judicial Conference policy that allows limited refund authority for electronically paid fees, this Court hereby adopts the following procedures to refund fees that are paid electronically in error.

1. This refund authority applies only when user error causes duplicate payments and erroneous payments in the court's CM/ECF filing system.
2. The CM/ECF user who erred in making payment must submit an application to the Clerk of Court explaining the error in payment and requesting a refund. This application is posted to the Court's public website under the CM/ECF Information tab.
3. The Chief Judge has delegated to the Clerk the authority to approve a refund of duplicate and erroneously paid fees.
4. Refunds will be processed only through the electronic credit card system.
5. In the event that a particular attorney or law firm continues to make repeated mistakes when submitting fees and requesting refunds, the Court may consider remedial action, such as issuing an order to show cause why further requests for refunds should be considered.

It is SO ORDERED.

The Clerk of this Court is directed to enter this Standing Order in the order books for each Division of this Court.

ENTER: This 16 day of October, 2019.

1st Michael F. Urbanski
Chief United States District Judge