

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE**

IN RE:)
)
REFUND OF ELECTRONIC FEE PAYMENTS) SO-06-03

STANDING ORDER

This order governs the refund of fees paid electronically through the Case Management/Electronic Case Files system when a filer either (1) inadvertently pays a fee more than once for the same filing or (2) fails to complete a filing after making an electronic payment.

The Clerk's Office is authorized to void transactions prior to the fee being charged to the filer's credit card.

If a fee has already been charged to a filer's credit card, filers must file a written application requesting a refund setting forth the date and time of the payment and the circumstances of the erroneous payment. The Clerk of Court is authorized to refund the payment upon verification that the error was due to one of the circumstances set forth above and that the payment has been charged to the filer's credit card.

Refunds may be made only by crediting the credit card from which the erroneous payment was made.

The Financial Administrator shall retain for seven years a copy of the application, documentation of the erroneous payment (pay.gov report and CM/ECF Internet Payments Made Report) and the order of refund executed by the Clerk.

Approved by the Court June 9, 2006.

ENTER:

_____/s/_____
CURTIS L. COLLIER
CHIEF UNITED STATES DISTRICT JUDGE