

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF TEXAS

FILED

APR 14 2009

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CLERK, U.S. DISTRICT COURT  
WESTERN DISTRICT OF TEXAS  
BY   
DEPUTY CLERK

RE: POLICY TO REFUND ELECTRONIC FILING FEES

This Order establishes procedures for the refunding of duplicate or erroneously paid filing fees which are generated during the electronic filing of documents. The Judicial Conference of the United States has generally prohibited the refunding of filing fees (JCUS-MAR 49). However, in March of 2005, the Judicial Conference of the United States issued guidance endorsing limited refund authority by the courts as a result of the increased likelihood of inadvertent, erroneous or duplicate payments made by parties using the Case Management/Electronic Case Files (CM/ECF) system. It further advised courts that determining appropriate policies and procedures for refunding erroneously applied filing fee payments be left to the sound discretion of each court.

**Accordingly, it is ordered** that the Clerk of the United States District Court for the Western District of Texas, or his designee, is authorized to refund all fees erroneously paid through the Pay.gov electronic filing fee tool in CM/ECF:

1. if discovered by the court or Clerk's office that a fee has been paid erroneously;
2. if an attorney files a request for a refund and it can be determined by the Clerk or his designee that the fee has been erroneously paid.

Attorneys seeking a refund must submit a written application in the form of a letter. The letter must include the name, address and telephone number of the party requesting the refund. Supporting documentation must be attached, including a copy of the electronic payment receipt and the Notice(s) of Electronic Filing generated from the court's electronic case management system. The letter and supporting documentation should be mailed as follows:

Executive Office of the Clerk,  
United States District Court  
Finance Department  
727 E. Durango Blvd., Room A500  
San Antonio, TX 78206

Upon verification of the error, the Finance Department shall process the refund to the same credit card from which the erroneous payment was made and will forward notice of such to the Operations Department for recording to the docket. Refund checks will not be issued.

In the event that an attorney or law firm consistently errs when submitting fees and thereby repeatedly requests refunds, the court will consider remedial action and may issue an order to show cause as to why further requests for refunds should be considered.

ORDERED, this 14<sup>th</sup> day of April, 2009.

For the Court  
  
WALTER S. SMITH, JR., Chief Judge