

UNITED STATES DISTRICT COURT
DISTRICT OF ALASKA

IN RE:)	MGO 12-002
Refund of Duplicate)	
Filing Fees)	STANDING ORDER
_____)	

This Order promulgates procedures for the refund of duplicate filing fees which occur through an error made during electronic filing of documents which require filing fees. The Judicial Conference of the United States has a longstanding policy of not refunding filing fees for cases which may have been filed in error or which the court dismissed. (JCUS-Mar 49, p 202.)

With the advent of electronic filing and payment of fees errors during the filing and payment of the fees have occurred resulting in duplicate payments of the applicable filing fee.

The following procedures for fee refunds from electronic payment errors are adopted:

1. The person who made the error during filing will contact the Finance Department of the Clerk's Office relating the date and time the duplicate payment was made.
2. The Finance Deputy will note the person's name and verify the duplicate fee payment in the pay.gov report as well as the ECF Internet Payments Made Report and then access the docket to confirm only one fee was required. The refund will then be applied to the credit card from which the duplicate payment was made.
3. The Financial Administrator, or in her absence, the Budget Administrator or the Clerk will sign off on the documentation supporting the refund. The records for the fee refund will be maintained in the financial records for a period of seven years.

This Order becomes effective on the date it is filed and applies to all fees paid electronically to the Court.

IT IS SO ORDERED.

FOR THE COURT:

A handwritten signature in black ink, appearing to read "Ralph R. Beistline". The signature is stylized with a large initial "R" and a long horizontal stroke extending to the right.

Ralph R. Beistline
Chief Judge