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**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT**

**U.S. DISTRICT COURT
NEW HAVEN, CT**

STANDING ORDER PERMITTING THE REFUND OF ELECTRONIC FILING FEES

Pursuant to the *Guide to Judiciary Policy*, Volume 4, Chapter 6, Section 650, this Order establishes procedures for the refund of duplicate or erroneous filing fees that were inadvertently paid by parties online while using the Case Management/Electronic Case Files (CM/ECF) system.

The Judicial Conference of the United States generally prohibits the refund of fees. With the advent of CM/ECF and the realization that filing parties can inadvertently make erroneous or duplicate payments online, in March 2005, the Judicial Conference approved guidance for the refund of fees that are paid by parties using CM/ECF. The Judicial Conference further advised courts that determining appropriate policies and procedures for refunding erroneously applied filing fees would be left to the sound discretion of each Court.

In accordance with the guidance provided by the Judicial Conference, it is hereby ordered that the Clerk of the United States District Court for the District of Connecticut is authorized to refund all duplicate or erroneous fees paid through the Pay.gov electronic filing fee tool in CM/ECF under the following circumstances:

1. when the Clerk's Office discovers that a duplicate fee or an erroneous payment has been paid; or
2. when an attorney files a request for a refund and the Clerk's Office confirms that the fee was a duplicate or an erroneous payment.

Attorneys seeking a refund shall submit a written application in the form of a letter. The letter shall include the name, address, credit card information, and telephone number of the party requesting the refund. Supporting documentation shall be attached, including a copy of the electronic payment receipt and the Notice(s) of Electronic Filing generated from CM/ECF. The letter and supporting documentation shall be mailed as follows:

Office of the Clerk
United States District Court
Finance Department
141 Church Street
New Haven, CT 06510


Or

Sent via email to: finance@ctd.uscourts.gov

Upon verification of the error, the Finance Department shall process the refund to the same credit card from which the duplicate or erroneous payment was made and record the fact of the refund on the case docket. Refund checks will not be issued.

It is so ordered.

Dated at Hartford, Connecticut this 11th day of April 2011.



Alvin W. Thompson
Chief United States District Judge