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2	RECEIVEDCOPY JULY 24, 2006
3	CLERK US DISTRICT COURT DISTRICT OF ARIZONA
5	BY <u>s/D. Lucas</u> DEPUTY
6	UNITED STATES DISTRICT COURT
7	DISTRICT OF ARIZONA
8	In the matter of
9	DELEGATION OF AUTHORITY TO ) CLERK TO REFUND AN ERRONEOUS ) GENERAL ORDER 06-15
10	ELECTRONICALLY PAID FEE AND ) TO FOREGO COLLECTION OF FEE )
11	FOR AN ERRONEOUS FILING
12	In accordance with the April 2006 guidance issued by the Judicial Conference of the United
13	States,
14	IT IS ORDERED delegating to the clerk authority to refund a fee paid by an
15	Electronic Case Filing (ECF) system user when the ECF user has used ECF to pay a fee by
16 17	credit card, and the fee was paid erroneously in that the payment constituted:
18	a. a duplicate fee payment related to the submission of a single document (including a
19	single document erroneously submitted two or more times); or
20	b. a fee payment when no fee was due (e.g., the submission did not require payment of
21	a fee); or
22	c. an overpayment of a statutory fee (e.g., the civil filing fee was paid with the filing of
23	a civil miscellaneous case.)
24	To obtain a refund, the ECF user must make written request to the clerk. Any refund
25	paid by the clerk to the ECF user must be processed through the court's electronic credit card
26	system.
27	In addition, if an ECF user makes an erroneous filing for which a fee would normally
20	be due, but the fee has not yet been collected, the court delegates to the clerk the authority

to correct the erroneous filing administratively and not collect the fee.

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IT IS FURTHER ORDERED that if an ECF user continues (or ECF users from the same law firm continue) to make repeated mistakes when submitting fees electronically, the court may consider remedial action, such as issuing an order to show cause why further requests for refunds should be considered.

DATED this 24th day of July, 2006.

John M. Roll Chief United States District Judge