

**UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT**

Standing Order Regarding  
Refund Policy for Electronic Payments Made via Pay.gov

**PRESENT:** SMITH, **Chief Judge**, McKEE, AMBRO, CHAGARES, JORDAN,  
HARDIMAN, GREENAWAY, Jr., VANASKIE, SHWARTZ, KRAUSE,  
RESTREPO, BIBAS, **Circuit Judges**

The Third Circuit accepts online payments via Pay.gov for certain fees. All credit card and ACH debit transactions will be in compliance with the Payment Card Data Security Standard.

Pursuant to the Guide to Judiciary Policy, Volume 4, Chapter 6 § 650, the Court hereby delegates limited refund authority to the Clerk of Court, or designee, for the refund of fees that are erroneously paid using the Department of Treasury, Financial Management Service's Pay.gov electronic payment system. Such refunds are authorized under the following guidelines:

1. Duplicate payments, i.e., those where the payor has inadvertently paid the fee more than once for the same service, resulting in two or more identical credit card or ACH charges; or
2. Erroneous payments, i.e., those where the payor has inadvertently paid a fee for an incorrect transaction.

The Clerk, or designee, may void an erroneous credit card or ACH payment, if performed on the same date as the original transaction, prior to settlement of the charges. Settlement normally occurs by 4:00 pm, but such timing may be subject to change. Any requests for corrections made after settlement must be made in writing and will be processed as a refund.

Refunds for credit card payments will be processed through the Pay.gov and the electronic credit card system to the payor's card that was originally charged. The Clerk will only issue a U. S. Treasury Check if the payor's credit card is no longer valid.

ACH payments cannot be refunded electronically. ACH refunds will be made by issuing a U. S. Treasury Check.

In the event that a particular individual or law firm continues to make repeated mistakes when submitting fees and requesting refunds, the court or clerk will consider remedial action, such as issuing an order to show cause why further requests for refunds should be considered.



Date: April 6, 2018

A True Copy:

*Patricia A. Dodszeweit*

Patricia S. Dodszeweit, Clerk

s/ D. Brooks Smith  
Chief Judge