

DISTRICT COURT OF GUAM
TERRITORY OF GUAM

FILED
DISTRICT COURT OF GUAM

DEC 19 2022

JEANNE G. QUINATA
CLERK OF COURT

GENERAL ORDER

No. 22-0025

In Re:

Policy on Refunding Electronic Payments

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.

The Clerk, or designee, may void an erroneous or duplicate plastic card or Automated Clearing House System (ACH) payment, if performed on the same date as the original transaction, prior to settlement of the charges.

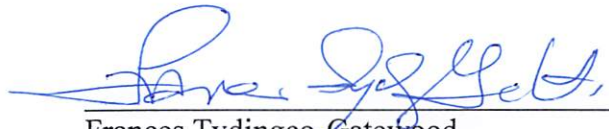
In all other instances, a payer seeking a refund must file a motion or application, requesting the refund using the attached "Application for Refund of Electronic Payments". Upon verification of the error, the Clerk, or designee, will enter an order granting, denying or referring the request to the presiding judge.

If the refund is denied, the payer may, within seven (7) days of the denial, file a motion or application to review the denial. The motion or application will be referred to the presiding judge.

1 Refunds for plastic card payments will be processed through Pay.gov and the electronic
2 system corresponding to the plastic card that was originally charged. ACH payments cannot be
3 refunded electronically. Refunds for ACH payments will be made by U.S. Treasury check.

4 If an attorney, law firm, or individual makes repeated mistakes when submitting fees
5 electronically and requesting refunds, the court will consider remedial action, such as issuing an
6 order to show cause why further requests for refunds should be considered.

7 SO ORDERED this 19th day of December, 2022.
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12 Frances Tydingco-Gatewood
13 Chief District Judge
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