

Adult Probation & Parole Services Collections Enforcement Unit

The Adult Probation & Parole Collections Enforcement Unit is mandated to enforce the collection of court ordered fines, costs, restitution and probation/parole fees for all Chester County Court of Common Pleas cases. The Collections Enforcement Unit is located in the Adult Probation & Parole Department on the 2nd floor of the Chester County Justice Center.

Offenders that are not able to make payments as detailed in their payment plan must contact their assigned collections agent. The following list shows the assigned numbers to call based on the offender's last name:

A-O 610-344-6915
P-Z 610-344-5919
Spanish Speaking 610-344-5919

Frequently Asked Questions

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1. How do I find out how much I owe in fines, court costs, restitution and Probation/parole fees?

Fines, costs and restitution information can be located online through the Court of Common Pleas System (CPCMS) at <http://ujportal.pacourts.us/>.

Please follow these instructions once you have clicked the link above:

- *Place your mouse on docket sheets and click Court of Common Pleas;
- *Go to the drop down menu under search type and select participant name;
- *Enter last name;
- *Enter first name;
- *Enter your date of Birth;
- *Go to the down menu under county and select Chester County;
- *Go to the Drop down menu under docket type and select criminal;
- *Click search;

*Select the appropriate case(s) from the search results. Then scroll through the pages until you reach the financial information.

If at any time you have trouble accessing this data, please contact the Collections Enforcement Unit at 610-344-6290, Monday-Friday 8:00am-4:30pm.

2. Why do I have to pay fines, court costs, restitution and Probation/parole fees?

These amounts are ordered by the Court at the time of sentencing thereby requiring an offender to pay these amounts in full. Offenders are required to adhere to a monthly payment plan. Payments must be made consistently and completely to ensure compliance.

3. When should I begin to make payments?

Payments should begin immediately after sentencing. Offenders are encouraged to remit additional monies above and beyond their payment plan.

4. How do I make payments on my balance?

Payments in the form of cash must be paid in person at the Collections Enforcement Unit. Payments by money order, personal check or cashiers check may be mailed to the Collections Unit. Payments by credit card or debit card can be made in person or online. Directions for e-payments can be found here:

Please select the following link: <http://ujportal.pacourts.us/>.

*Click on the Epay icon in the middle of the page;

*Go to "I want to make a payment on my court case" and select name of person;

*Go to the drop down menu for court type and select Court of Common Pleas;

*Enter last name;

*Enter first name;

*Enter date of birth;

*Go to the court county and select Chester;

*Go to case type and select Criminal;

*Click search;

*Select the case you will be making a payment for and click add to cart;

*Enter the amount you wish to pay and click check out. You will then be promoted for your credit or debit card information.

All mailed payments should include your docket number and be made out to Chief Probation Officer.

Mailing address:
201 W. Market St.
P.O. Box 2746
West Chester, PA 19380

Walk in Payments:
8:00am-4:30pm
201 W. Market St. Suite 2100
West Chester, PA 19380

5. What is a payment plan?

Payment plans are processed for all cases. They include an offender's entire balance owed and provide the minimum monthly payment an offender must make to ensure the case is paid in full by the end of an offender's probation/parole period. Failure to pay fines, costs and restitution in full by the end of an offender's probation/parole period may result in a Violation of Probation/Parole Hearing and revocation of the offender's probation/parole period.

6. What will happen if I do not make payments as ordered?

The Collections Enforcement Unit monitors cases for compliance. Failure to comply with your payment plan may result in a violation of Probation/Parole with possible sanctions as ordered by a Judge; suspension of driver's license; reported to a collections agency resulting in a 25% increase in your balance.

7. What if I move or change employment?

It is the offender's responsibility to inform the Collections Unit of changes in address, phone number or place of employment.

8. If I am medically incapacitated and unable to comply with my payment plan, what should I do?

It is an offender's responsibility to inform the Collections Unit if they are not able to comply with their payment plan due to medical incapacitation. The offender must supply medical verification from their treating physician that details the reason, duration and any work restrictions. This does not relieve the offender from monies owed; rather, it may allow the offender additional time to make payments.

9. What is an administrative fee?

Pursuant to 42 Pa. C.S.A. 9728 (g) the Court of Common Pleas of Chester County instituted a \$10.00 per month administrative fee. This is a mandatory fee imposed on all offenders for the processing of paperwork and related activities.

10. What is a supervision fee?

Pursuant to Act 35 of 1991, Offender will be charged a \$40.00 per month supervision fee. This fee is charged to all offenders on active supervision. This is a fee imposed for the active supervision of an offender's probation/parole.

11. What happens if I bounce a check?

Upon notification from the financial institution that an offender's check will not be honored, the check writer will receive a notice from the Collections Enforcement Unit advising the check writer that the account they were trying to pay will be assessed a \$50.00 returned check fee. The check writer will have ten days to make the check good, including payment of the returned check fee. No future personal check will be honored on the account. Individuals who fail to comply with the notice will be referred to the Chester County District Attorneys Office for criminal prosecution.

12. What is a judgment?

Pursuant to 42 Pa. C.S.A. 9728 (b) all offender's convicted at the Court of Common Pleas Level will have a civil judgment filed against them for monies owed. This is filed in the Chester County Prothonotary's Office. Judgments must be filed regardless if there is a payment plan or if payments are being received. Judgments are only satisfied upon payment in full of all monies owed.

13. If I am ordered to receive Court ordered restitution but have not been receiving any money, who can I contact?

Questions regarding enforcement of restitution should be directed to the Collections Enforcement Unit at 610-344-6290.