

## Credit/Bank Cards

Accepted: \*



## Need more details?

Additional information on how to use the PAePay Online Case Payments site is available in the User Guide. Access the User Guide by opening the PAePay page and clicking on the Help link in the upper-right corner. The User Guide also provides additional provisions of the PAePay system and troubleshooting recommendations.

Please note that due to the technology used in creating the site, using Internet Explorer 7 and above is recommended. The use of pop-up blockers may prevent the site from working properly. The reporting functions on the site require Adobe Acrobat Reader.

\* For your protection, credit/debit card information is not saved when processing an online payment through the PAePay system.

## Important Information

### Please review the following information:

- Not all cases can be paid through PAePay. Therefore, you may have other outstanding financial obligations with the courts of the Commonwealth of Pennsylvania that do not appear in PAePay.
- Individual courts may restrict certain individuals or cases from online payment. Certain types of cases will also be restricted from online payment.
- Failure to pay your amount due on any cases or payment plan may not prevent further court action and could result in the issuance of a warrant or suspension of your driver's license. When making a payment, if you cannot pay in full, your total payment must still be satisfied by any court mandated due date.
- The processing of payments is dependent upon the individual court to which the payment has been made. Please submit any payments that are time-sensitive with enough time to process the payments. Payments submitted without sufficient processing time may not prevent further court action.
- Only Traffic, Non-Traffic, Summary, Summary Appeal and Criminal cases can be paid through PAePay. If you choose to plead not guilty to a traffic citation, you must attend a hearing and you will not be able to use PAePay until the case is fully disposed.

**Any questions regarding your cases, payment obligations, and due dates should be directed to the court where the case was filed.**

**AOPC**  
Administrative Office of  
Pennsylvania Courts

Need more help?  
Email: [ccpaopc@pacourts.us](mailto:ccpaopc@pacourts.us)  
Or call: 1-877-227-2672

**Payments cannot be accepted over the phone under any circumstances.**

**PAePay**  
PENNSYLVANIA COURTS

## Online Case Payments

*From Pennsylvania's  
Unified Judicial System*

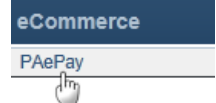
The PAePay Online Case Payments site allows the public to securely make payments on cases and payment plans with outstanding balances in the Commonwealth of Pennsylvania's Common Pleas and Magisterial District courts. Payments are accepted using Visa, MasterCard, Discover and American Express, as well as by ATM/Debit cards.

This brochure will demonstrate the basic steps for making a payment on a case or payment plan online.



**Ready to get started?**

Log onto <http://ujportal.pacourts.us> and click on PAePay under the eCommerce menu!



# Making the Payment - Basic Steps

## Searching for cases and payment plans on which to make a payment

**1** When the PAePay page opens, there are several options available to search for the case you are looking for. To begin the search, click on the link for the type of search you want to perform. You can search by Citation Number, Payment Plan Number, Docket Number, name of the person, or organization/company on the case. Please note that payments can only be accepted online for court offices that have chosen to participate. For a full list of participating counties and court offices, please visit the website. If a court office is not participating, check back occasionally or contact the court office. Additional counties and court offices will be added as their systems are upgraded.

**2** On the next screen, select the court where the case was filed (for example, Court of Common Pleas or Magisterial District Court).

If searching by Citation Number, Payment Plan Number or Docket Number, there is a field available to search directly by that number. Enter the number in that field.

OR

If searching by name, enter at least the Last Name and First Name. Enter additional information in the remaining fields to return fewer results in the search.

**3** After entering the information for the search, click SEARCH.

Court Type:

If you have the whole payment plan number, please enter it below.

\* Payment Plan Number:   
(Example: 25-2012-P123)

Enter the number directly into this field as demonstrated in this example.

Or if you only have part of the payment plan number, we can help you determine the rest.

Court County:

Year Created:

Payment Plan Number:

## Adding cases or payment plans to the shopping cart?

**4** When cases or payment plans are displayed, select the checkboxes for each case or payment plan that you want to make a payment. Click ADD TO CART to go to the shopping cart.

Payment Plan 01-2013-P00000								
Docket Number	Short Caption	Filing Date	County	Case Status	Case Processing Status	OTN	Date of Birth	
<input type="checkbox"/> CP-01-CR-0009089-2011	Comm. v. Clasp, Michael	10/16/2011 3:01:00 PM	Adams	Closed	Completed	T5551546	8/31/1981	
<input type="checkbox"/> CP-01-MD-0009289-2012	Comm. v. Clasp, Michael	8/27/2012 12:00:00 AM	Adams	Closed	Completed	R5558570	8/31/1981	

## Making a payment on the cases or payment plans in the shopping cart

**5** If making a payment on an undisposed Traffic case, you will need to click ACCEPT in order to proceed to the shopping cart. This will enter a plea of guilty on the case.

In the shopping cart, enter the Amount to Pay for each case or payment plan. Click CHECKOUT to proceed to make the payment.

Docket/Payment Plan Number	Description	Current Balance	Amount to Pay	
01-2013-P00000	Payment Plan 01-2013-P00000 Next payment amount due: \$60.00 Next payment due date: 5/30/2013 CP-01-CR-0009069-2011 Comm. v. Clasp, Michael CP-01-MD-0009289-2012 Comm. v. Clasp, Michael	\$1,772.10	\$ 60.00	<input type="button" value="Remove"/>
Subtotal:			\$60.00	

**6** The US Bank E-Payment Service site opens and displays the summary of what you have selected for payment. Enter your Contact Information. Select your Payment Method and enter the card information. Select whether to use your contact information for the billing address or use a different address. If needed, enter your billing address. Click CONTINUE. On the last screen, review the details of the transaction and click CONFIRM. **A convenience fee of \$2.75 will be added to your total payment amount.** You will receive a confirmation. Print the confirmation for your records.