

## Website ePay online at: [ujportal.pacourts.us](https://ujportal.pacourts.us)

1. Choose PAePay Pay Online (orange box) then click the PAePay tab (first blue tab)
2. Click **Name of the person**
3. Click Court Type – **Court of Common Pleas**
4. Fill in your **Last and First Name only** and Court County: **Chester**. (*If you add any additional information you will not find your case for the DUI Program*)
5. Check the case you intend to pay, then click add to cart.  
Docket Number should read *Miscellaneous Cash Receipts for the Chester County DUI Program*
6. Remove amount in payment box if you will not be paying the suggested amount.
7. Continue to follow the steps on the screen to process your payment.