

Making the Payment - Basic Steps

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

1 When the online payment page opens, there are several options available in the Search By dropdown to find the case you are looking for. You can search by Citation Number, Payment Plan Number, Docket Number, name of the person, or organization/company on the case.

2 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 exactly as it was provided to you by the court or on your citation, including any dashes, spaces, or zeros.

OR

If searching by name, enter at least the Last Name, First Name, Court Type, and County. Enter additional information in the re-

* Search By:

* Payment Plan:

Build Payment Plan:

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

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

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.

Docket Number	Short Caption	Filing Date	County	Calculated Case Balance	OTN	Date of Birth	
MJ-03302-TR-0090042-2022	Comm. v. Tracy, Virgil	01/12/2022 02:10 PM	Northampton	\$163.50		05/08/1976	<input checked="" type="checkbox"/>
MJ-03302-TR-0000043-2022	Comm. v. Tracy, Virgil	01/12/2022 02:11 PM	Northampton	\$355.00		05/08/1976	<input type="checkbox"/>

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.

Docket/Payment Plan Number	Description	Current Balance	Amount to Pay	
03302-2022-P0000014	Payment Plan 03302-2022-P0000014 Next payment amount due: \$50.00 Next payment due date: 3/28/2022 MJ-03302-TR-0000042-2022 Comm. v. Tracy, Virgil MJ-03302-TR-0000043-2022 Comm. v. Tracy, Virgil	\$873.50	<input type="text" value="\$50.00"/>	<input type="checkbox"/>
		Subtotal: \$50.00		

6 On the Checkout page, enter the contact information for the person making the payment. Click CONTINUE. On the Payment screen, enter your credit or debit card information. Review the details displayed and select the "I agree to the Terms and Conditions" checkbox. **A convenience fee of \$2.75 will be added to your total payment amount.** Click the PAY button. You will receive a confirmation. Print the confirmation for your records.