



# Online Case Payments System User Guide

October 4, 2018



# Contents

<b>Contents</b> .....	<b>i</b>
<b>Section 1: Introduction</b> .....	<b>1</b>
<b>Section 2: Searching for Cases</b> .....	<b>2</b>
Selecting the Search Type.....	2
Searching by Citation Number .....	2
Searching by Payment Plan Number.....	3
Searching by Docket Number .....	4
Searching by Name.....	5
Searching by Organization/Company .....	6
Search Results and adding to the Shopping Cart.....	7
<b>Section 3: Making Payments</b> .....	<b>9</b>
Shopping Cart .....	9
Adding Additional Cases to the Shopping Cart .....	10
Checking Out.....	10
<b>Section 4: Additional Information</b> .....	<b>14</b>
Terminology.....	14
Troubleshooting.....	14
Disclaimers and Terms of Use .....	17

## Conventions Used in this User Guide

**Buttons** All buttons found in the application will be designated in all capital letters in this user guide.

Example: ADD TO CART

**Field Names** All field names found in the application will be designated in title case in this user guide.

Example: Court Type

Fields names that are long or have mixed capitalization will be shown in quotes.

Example: "Use my Billing Address"

**Cross - References** All references to other parts of the user guide will be in italics and blue underlined fonts. This indicates that they are a link to that part of the document. Click on the link to go to that part of the document.

Example: see [Section 3: Making Payments](#)

## Section 1: Introduction

### Welcome

This user guide details the steps needed to make an online payment through the PAePay Online Case Payments Web site. The PAePay Online Case Payments site on the UJS Portal allows the public to securely pay fines, costs, and restitution to the Commonwealth of Pennsylvania's Common Pleas and Magisterial District courts. This site displays only court financial obligations approved for online payment. You may have other outstanding financial obligations with the courts of the Commonwealth of Pennsylvania.

This payment system currently accepts case payments for participating counties only. Visa, MasterCard, Discover, American Express and ATM/Debit cards are accepted for payment. For more information on terms and conditions, please refer to the [Disclaimers and Terms of Use](#) on page 17.

### Site Requirements

The Pennsylvania Unified Judicial System (UJS) Portal Web site requires a current Internet browser with Javascript and cookies enabled to access the e-Services functions. Other browsers and browsers without Javascript and cookies enabled will see graphical errors or may be denied access completely. Due to the technology used in creating this site, Internet Explorer 11 and above will provide the most satisfying user experience. The reporting functions on the site require Adobe Acrobat Reader. Please be advised that if you are running pop-up blockers, you may be unable to view all of the pages and reports on this site.

### Navigation

Open your Internet browser and enter the following web address:

<http://ujportal.pacourts.us>

To access the PAePay Online Case Payments home page, hover your mouse over Pay Online in the Navigation Bar at the top of the page and click on Fines, Costs, & Restitution in the menu.

## Section 2: Searching for Cases

After clicking PAePay in the Navigation menu, you are automatically taken to the PAePay home page. The first step in making an online payment on court cases is to find the cases or payment plans where payment is needed. Once found, you will be able to add them to a shopping cart where you will specify the amount of the payment, add additional cases and continue to checkout.

This section includes:

[Selecting the search type](#) (pg. 2)

[Searching by citation number](#) (pg. 2)

[Searching by payment plan number](#) (pg. 3)

[Searching by docket number](#) (pg. 4)

[Searching by name](#) (pg. 5)

[Searching by organization/company](#) (pg. 6)

### Selecting the Search Type

The PAePay home page is used to choose how you would like to search for court cases. The type of search you choose should depend on the information you have available on the cases you need to pay. Juvenile Delinquency cases can only be found through a search by docket number or payment plan. For more information on the types of cases that can be paid online, see [Case Availability](#) on page 21.

Available search options include:

- Searching by citation number
- Searching by payment plan number
- Searching by docket number
- Searching by name
- Searching by organization/company

### Searching by Citation Number

To search by your citation number, perform the following steps:

1. **Click “Citation Number for the court case” on the PAePay home page.** The Citation Number Search page displays. Required fields on the search page are indicated with an asterisk (\*) and must have a value entered or selected before beginning a search.
2. **Select the Court Type.**
3. **Enter the Citation Number.** The alphabet characters in the number can be entered in either upper case or lower case.
4. **Enter the Offense Date range.** If you know the exact date of the citation, enter the same date in both fields. Otherwise, enter a range that includes the most

likely date the citation was issued. The date range entered cannot be more than 90 days. You must enter two digits for the month and year and four digits for the year (ex. 01/03/2010). You can also click on the mini-calendar icon to select the date from a calendar.

5. **(Optional) Enter the Court County.** This is the county court office that issued the citation.
6. **Click SEARCH.** If a required field was not filled out, a message displays indicating the fields that must be completed before performing the search. Add information to the missing fields and click SEARCH again.
7. **To continue, go to [Search Results and adding to the Shopping Cart](#) on page 7.**

### **Searching by Payment Plan Number**

To search by your payment plan number, perform the following steps:

1. **Click “Payment Plan Number for the court case” on the PAePay home page.** The Payment Plan Number Search page displays. Required fields on the search page are indicated with an asterisk (\*) and must have a value entered or selected before beginning a search.
2. **Select the Court Type.**
3. **Enter the Payment Plan Number:**
  - a. If you have the entire payment plan number available, you can enter each part in the Payment Plan Number fields. The alphabet characters in the number can be entered in either upper case or lower case.

OR
  - b. If you do not have the entire payment plan number:
    - i. Select the Court County. This is the county in which the payment plan agreement was signed. When searching for payment plans with the Philadelphia Municipal Court, this automatically defaults to Philadelphia and cannot be changed. The appropriate county number will appear in the Payment Plan Number field.
    - ii. Enter the Year Created. This is the year that you signed your payment plan agreement with the court. You must enter a four digit year (ex. 2010). The year appears in the Payment Plan Number field.
    - iii. Enter your Payment Plan Number. This is a unique number that identifies your payment plan. If you do not know this number, you will not be able to search by payment plan number. You may contact the court in which you established the payment plan in order to obtain the number, or try a different Search Type such as by name or by the docket number of one of the cases in the payment plan. For more information on using other Search Types, see [Selecting the Search Type](#) on page 2.
4. **Once all of the fields in the Payment Plan Number are filled, click SEARCH.** If a required field was not filled out, a message displays indicating the fields that must

---

## Section 2: Searching for Cases

be completed before performing the search. Add information to the missing fields and click SEARCH again.

5. **To continue, go to [Search Results and adding to the Shopping Cart](#) on page 7.**

### **Searching by Docket Number**

To search by your docket number, perform the following steps:

1. **Click “Docket Number for the court case” on the PAePay home page.** The Docket Number Search page displays. Required fields on the search page are indicated with an asterisk (\*) and must have a value entered or selected before beginning a search.
2. **Select the Court Type.**
3. **Enter the Docket Number:**
  - a. If you have the entire docket number available, you can enter each part in the Docket Number fields. The alphabet characters in the number can be entered in either upper case or lower case.

OR
  - b. If you do not have the entire docket number:
    - i. Select the Court County. This is the county in which the case was heard. When searching for Philadelphia Municipal Court cases, this automatically defaults to Philadelphia and cannot be changed. The appropriate county number will appear in the Docket Number field.
    - ii. Select the Case Type. The appropriate abbreviation for the type of case appears in the Docket Number field. For information on the types of cases that can be paid through the PAePay Online Case Payments System, see the [Disclaimers and Terms of Use](#) on page 17.
    - iii. Enter the Case Number. This is a number up to seven digits long. The numbers appear in the Docket Number field. If you do not know this number, you will not be able to search by docket number. You may contact the court in which the case is filed in order to obtain the number, or try a different Search Type such as by name. For more information on using other Search Types, see [Selecting the Search Type](#) on page 2.
    - iv. Enter the Year Filed. This is the year that the case was entered into the court system. You must enter a four digit year (ex. 2010). The year appears in the Docket Number field.
4. **Once all of the fields in the Docket Number are filled, click SEARCH.** If a required field was not filled out, a message displays indicating the fields that must be completed before performing the search. Add information to the missing fields and click SEARCH again.
5. **To continue, go to [Search Results and adding to the Shopping Cart](#) on page 7.**

## **Searching by Name**

To search by the name of the defendant or responsible participant, perform the following steps:

1. **Click “Name of the person” on the PAePay home page.** The Participant Name Search page displays. Required fields on the search page are indicated with an asterisk (\*) and must have a value entered or selected before beginning a search.
2. **Select the Court Type.**
3. **Enter a Last Name and First Name.** These can be entered in either upper case or lower case.
4. **(Optional) Select a Case Type.** The Case Types listed in the dropdown are limited to the types of cases that can be paid using the PAePay Online Case Payments System at this time. For information on the case types that can be paid online, see [Disclaimers and Terms of Use](#).
5. **In addition, at least one other field below the name fields must be entered or selected in order to perform a search.** When entering information in these fields, use the following guidelines:
  - Zip Codes must have five numbers. Only numbers can be entered for the zip code.
  - If entering a Date of Birth, you must enter two digits for the month and day and four digits for the year (ex. 01/03/2010). You can also click on the mini-calendar icon to select the date from a calendar.
  - For the Offense Date, if you know the exact date of the offense, enter the same date in both fields. Otherwise, enter a range that includes the most likely date the offense occurred. This range of dates cannot be more than 90 days. You must enter two digits for the month and day and four digits for the year (ex. 01/03/2010). You can also click on the mini-calendar icon to select the dates from a calendar.
  - For Court County, only counties that have chosen to participate in the PAePay Online Case Payments System are displayed in the dropdown. A complete list of participating counties is available through the PAePay home page.
  - For searches with the Court Type of Magisterial District Court, the Court Office cannot be selected until a Court County is chosen in the dropdown. However, selecting the Court Office is not required if a Court County is selected.
6. **Click SEARCH.** If a required field was not filled out, a message displays indicating the fields that must be completed before performing the search. Add information to the missing fields and click SEARCH again.
7. **To continue, go to [Search Results and adding to the Shopping Cart](#) on page 7.**

## **Searching by Organization/Company**

To search by the name of an organization or company, perform the following steps:

1. **Click “Name of the organization/company” on the PAePay home page.** The Organization Name Search page displays. Required fields on the search page are indicated with an asterisk (\*) and must have a value entered or selected before beginning a search.
2. **Select the Court Type.**
3. **Enter the Organization Name.** At least three characters are required for the Organization Name in order to perform a search. This field can be entered in either upper case or lower case.
4. **(Optional) Select a Case Type.** The Case Types listed in the dropdown are limited to the types of cases that can be paid using the PAePay Online Case Payments System at this time. For information on the case types that can be paid online, see [Disclaimers and Terms of Use](#).
5. **In addition, at least one other field below the name field must be entered or selected in order to perform a search.** When entering information in these fields, use the following guidelines:
  - Zip Codes must have five numbers. Only numbers can be entered for the zip code.
  - For the Offense Date, if you know the exact date of the offense, enter the same date in both fields. Otherwise, enter a range that includes the most likely date the offense occurred. This range of dates cannot be more than 90 days. You must enter two digits for the month and day and four digits for the year (ex. 01/03/2010). You can also click on the mini-calendar icon to select the dates from a calendar.
  - For Court County, only counties that have chosen to participate in the PAePay Online Case Payments System are displayed in the dropdown. A complete list of participating counties is available through the PAePay home page.
  - For searches with the Court Type of Magisterial District Court, the Court Office cannot be selected until a Court County is chosen in the dropdown. However, selecting the Court Office is not required if a Court County is selected.
6. **Click SEARCH.** If a required field was not filled out, a message displays indicating the fields that must be completed before performing the search. Add information to the missing fields and click SEARCH again.

## **Search Results and adding to the Shopping Cart**

If no results match your search criteria, you will receive a message that no results were found. To continue, choose one of the following options:

- Change the information selected or entered for any of the fields and click SEARCH. A new search will be performed.
- Click CLEAR, select or enter information in the fields again and click SEARCH. A new search will be performed.
- Click MODIFY SEARCH at the top of the page to return to the PAePay home page and try another type of search. For more information, see [Selecting the Search Type](#) on page 2.

If results do appear, they will be returned in a grid below the SEARCH and CLEAR buttons. Review the results to determine if the cases you need have been returned in the search. For payment plans, the different cases included in each plan will also appear which will help in verifying the information. When searching for Juvenile Delinquency cases, only “Redacted Case Caption” will display in the search results.

If you receive results and the case or payment plan you need are not returned, choose one of the following options:

- Change the information selected or entered for any of the fields and click SEARCH. A new search will be performed.
- Click CLEAR, select or enter information in the fields again and click SEARCH. A new search will be performed.
- Click MODIFY SEARCH at the top of the page to return to the PAePay home page and try another type of search. For more information, see [Selecting the Search Type](#) on page 2.

If the cases or payment plan you need are listed in the grid, several functions are available:

- Viewing the Docket Sheet for each case that appears. (Not available for all case types.)
- Viewing the Court Summary Report for each case that appears. (Not available for all case types.)
- Adding the case or payment plan to the shopping cart.

### **Viewing the Docket Sheet**

[Docket Sheets](#) can be useful in determining if a case in the grid is the one on which you intend to make a payment. To view a docket sheet for any Common Pleas or Municipal Court case in the grid, hover your mouse over the Preview icon to the left of the docket number to display an option menu. Click on Docket Sheet in the options menu. Docket sheets are not available for Juvenile Delinquency cases returned in a search. In addition, if a payment plan includes a Juvenile Delinquency case, docket sheets cannot be viewed for any other cases included in the payment plan.

---

## Section 2: Searching for Cases

To view a Docket Sheet for any Magisterial District Court case in the grid, click on the Preview icon to the left of the docket number.

The Docket Sheet opens in a new window with Adobe Reader. In newer Internet browsers, the Docket Sheet may open in a new tab. Once open, it can be viewed on the screen, saved or printed. When finished, close the window or tab displaying the Docket Sheet to continue.

### **Viewing the Court Summary Report**

In addition to a Docket Sheet, some case types in the Court of Common Pleas and Municipal Court will also have a [Court Summary Report](#) available. Court Summary Reports will display information about all of a defendant's cases. Court Summary Reports are not available for Juvenile Delinquency cases. In addition, if a payment plan includes a Juvenile Delinquency case, Court Summary Reports cannot be viewed for any other cases included in the payment plan.

To view the Court Summary Report, hover your mouse over the Preview icon to the left of the docket number of any Court of Common Pleas or Municipal Court case to display an options menu. Click on Court Summary Report in the options menu.

The Court Summary Report opens in a new window with Adobe Reader. In newer Internet browsers, the Court Summary Report may open in a new tab. Once open, it can be viewed on the screen, saved or printed. When finished, close the window or tab displaying the Docket Sheet to continue. This report is not available for Magisterial District Court cases.

### **Adding a Case to the Shopping Cart**

In order to make a payment on a case, it must be added to the [shopping cart](#).

To add a **case** to the shopping cart, select the checkbox appearing to the left of any case or citation that you need to pay. Click ADD TO CART.

To add a **payment plan** to the shopping cart, select the checkbox appearing next to the payment plan number. Click ADD TO CART.

If you have selected an undeposited traffic citation on which to make a payment, you will be taken to a notification screen. The payment of traffic citations on the PAePay Online Case Payments System constitutes a waiver of a court hearing and the entry of a plea of guilty. If you do not wish to plead guilty, you will not be able to use the PAePay Online Case Payments System and you must attend your scheduled hearing. Therefore, click DECLINE on the notification page to return to your selected search option. Otherwise, to agree to waive your court hearing and continue making the payment, click ACCEPT. If you have any questions about your citation, contact the court office where the citation is filed.

When you access the shopping cart, you have the option to add other cases or payment plans to the shopping cart or continue to checkout. For more information on using the shopping cart, see [Section 3: Making Payments](#) on page 9.

## Section 3: Making Payments

After selecting cases on which to make a payment and clicking ADD TO CART, you will be taken to the shopping cart page. The shopping cart provides the ability to specify the amount to pay on a case or payment plan (if applicable), remove any cases or payment plans that will not be paid and add additional cases or payment plans on which to make a payment. After specifying the payments on all cases, you will proceed to checkout where the payment method is entered.

This section includes:

[Shopping Cart](#) (pg. 9)

[Adding additional cases or payment plans to the shopping cart](#) (pg. 10)

[Checking out](#) (pg. 10)

### Shopping Cart

The shopping cart displays the cases or payment plan selected on the search screen in a table. The table displays the docket number of the case or the payment plan number, description, and the current balance on the case or payment plan. Next to the balance for each case or payment plan listed in the table is the Amount to Pay column.

If you added an individual case to the shopping cart and the case is part of a payment plan, then the entire payment plan is added to the shopping cart. If there is more than one case included in the payment plan, you cannot make payments on the individual cases. For more information, see the [Disclaimers and Terms of Use](#) on page 17.

When a **payment plan** is in the shopping cart, the following information is displayed in the shopping cart:

- Description – lists the cases included in the payment plan, case caption, amount due and the due date. For payment plans that include Juvenile Delinquency cases, the case captions of all cases in the payment plan are redacted. If the payment plan is one or more months overdue, the amount due includes the total overdue amount.
- Current Balance – reflects the total balance due on all cases for the remainder of the duration of the payment plan. This amount is shown in case you wish to pay more than the minimum amount due.
- Amount to Pay – defaults to the minimum amount due on the payment plan. If the payment plan is one or more months overdue, the Amount to Pay defaults to the total overdue amount.

---

## Section 3: Making Payments

To make a payment on a case or payment plan in the shopping cart, perform the following steps:

1. **Enter the amount you intend to pay in the Amount to Pay column, or leave the defaulted amount if you are paying the amount displayed.** If more than one case or payment plan is displayed in the grid, ensure an amount is entered for each item. When specifying the amount, take note of the following:
  - On a citation, you will not be able to pay less than the entire balance.
  - You will not be able to pay more than the total balance of a case or payment plan.
  - The total of your entire payment cannot exceed \$1000.
  - For more information on these limitations and other provisions, see [Disclaimers and Terms of Use](#) on page 17.
2. If a case or payment plan is listed in the shopping cart and you do not wish to make a payment on it, click REMOVE to clear it from the shopping cart.
3. **Either return to the search to add additional cases to the shopping cart or proceed to checkout.** To search for more cases, see [Adding Additional Cases to the Shopping Cart](#). To proceed to checkout, see [Checking Out](#).

### **Adding Additional Cases to the Shopping Cart**

To add more cases or payment plans to the shopping cart that need payment, click ADD ANOTHER. Any amounts entered in the shopping cart will be saved and you will be returned to the PAePay home screen to begin a new search. For more information, see [Selecting the Search Type](#) on page 2.

After selecting more cases or payment plans and adding them to the cart, you will be returned to the shopping cart screen where the amounts to pay on the new items can be specified. Repeat the steps of searching, adding to the shopping cart, and specifying payment amounts until all cases or payment plans needing payment are displayed in the cart.

### **Checking Out**

After all cases or payment plans needing payment are displayed in the shopping cart and the payment amount has been specified for each, you will need to proceed to checkout. This will initiate the process of gathering information needed for payment, including payment method, billing address and contact information.

To process your payment, perform the following steps:

1. In the shopping cart, verify the cases or payment plans listed and the payment amounts specified for each. Remove any items on which you will not be making a payment.
2. Click CHECKOUT.
3. If one or more Amount to Pay values entered is less than the total amount due on a case or payment plan, you will receive a caution message that the amount entered is

- less than the total amount due. Either change the value entered in the Amount to Pay, remove those cases or payment plans from the shopping cart, or click CHECKOUT WITH UNDERPAYMENT. You will not have the option to make an underpayment when making a payment on traffic citations; the entire amount is due.
4. You will be taken to the US Bank E-Payment Service page which will securely gather your payment information.
  5. The first section, My Payment, displays the amount that you will pay in the current transaction. Review the information.
  6. The Payment Information section displays that you are making a One Time payment. This information cannot be changed.
  7. In the Contact Information section, enter your name, phone number, email address and current mailing address. This information is necessary in order to contact you if there is any question about a payment.
    - a. Enter your First Name. This should be exactly as it appears on the ATM or Credit/Debit card that you will be using for payment in order to ensure the payment is processed.
    - b. Enter your Last Name. This should be exactly as it appears on the ATM or Credit/Debit card that you will be using for payment in order to ensure the payment is processed.
    - c. (Optional) If you are part of an organization, enter the name in the Company field.
    - d. For the Address, enter your full address. A second line is provided for longer addresses and can also be used to specify an apartment number.
    - e. For the City/Town, enter the full name of the city or town. Do not use any abbreviations.
    - f. For the State/Province/Region, enter a postal standard state abbreviation for addresses in the United States (example, PA). For foreign billing addresses, enter the name of your Province or Region.
    - g. For the Zip/Postal Code, enter a valid US postal zip code. For foreign billing addresses, enter a valid postal code for your country.
    - h. Enter your Email Address. This is the email address where the confirmation will be sent once the payment is processed.
  8. For the country, enter "US" for domestic addresses. Otherwise, for foreign billing addresses enter the full name of your country.
  9. In the Payment Method section, select whether you will be using an ATM card or a credit/debit card for payment:
    - a. If using an ATM card:
      - i. Select ATM Card from the Payment Method dropdown.
      - ii. Enter the card number in the ATM Card Number field. Do not enter any spaces between numbers even if displayed on your card.
    - OR
    - b. If using a Credit/Debit card:
      - i. Select Credit/Debit Card from the Payment Method dropdown.
      - ii. Enter the Credit/Debit Card Number. Do not enter any spaces or characters between numbers even if displayed on your card.

---

Section 3: Making Payments

- iii. Enter the Expiration Date. Select the month in the first dropdown box and the year in the second.
    - iv. For the Card Security Code, enter the three digit code found on the back of your credit card.
    - v. If using a debit card with a Visa or Master Card logo, you can choose to use the card as an ATM card when processing the payment. To process the card as an ATM card, select the "Process this credit card as an ATM debit card if eligible" checkbox. Clear the checkbox to process an ATM card as a credit card.
10. For the Card Billing Address, select whether you will use the Contact Information address previously entered for your billing address or use a different address. Payments may not be processed in a timely manner or may be declined if the address entered does not match the billing address listed with your bank or credit card company.
  - a. If using the Contact Information address:
    - iii. Ensure the "Use my contact information address" radio button is selected.
  - OR
  - b. If using a different address:
    - i. Ensure the "Use a different address" radio button is selected.
    - ii. For the Address, enter your full address. A second line is provided for longer addresses and can also be used to specify an apartment number.
    - iii. For the City/Town, enter the full name of the city or town. Do not use any abbreviations.
    - iv. For the State/Province/Region, enter a postal standard state abbreviation for addresses in the United States (example, PA). For foreign billing addresses, enter the name of your Province or Region.
    - v. For the Zip/Postal Code, enter a valid US postal zip code. For foreign billing addresses, enter a valid postal code for your country.
    - vi. For the country, enter "US" for domestic addresses. Otherwise, for foreign billing addresses enter the full name of your country.
11. Click CONTINUE.
12. The Review Payment page displays. Verify the payment details displayed including the cases or payment plans listed, the payment amounts, payment account details and billing address. **A \$2.75 convenience fee is added to your total payment amount.**
13. If you made another payment on the same card within the last 14 days, you will be prompted to confirm that you wish to make an additional payment. If so, select the checkbox for "Please note: A similar payment was initiated within the last 14 calendar days..." If you wish to make the payment on a different card, click CANCEL twice to return to the payment information page and enter different information. If you do not wish to continue making a payment, close the browser to cancel the transaction and clear the shopping cart. Otherwise, continue with the remaining steps.

14. Click CONFIRM to continue making the payment on the card.
15. Your payment information will now be transmitted to your bank or credit card company. Do not click the Back button in your browser or close the browser during this process. When completed, you will receive notification that the transaction was accepted or declined:
  - a. If the credit or ATM/debit card was declined, you will be returned to the payment verification page. Click MAKE CHANGES to return to the payment information page where you can enter different card information. You can also close the browser to cancel making a payment at this time and clear the shopping cart.
  - b. If the credit or ATM/debit card is accepted, you will be taken to the confirmation page.
16. Printing a copy of the confirmation page is recommended. To print the confirmation, click "Print this page". The confirmation opens in a new window, or browser tab, along with the Print window. Select the printer and any preferences and click PRINT. When finished, close the window or tab where the printable version of the confirmation opened to return to the confirmation page. Click OK.

## Section 4: Additional Information

### **Terminology**

#### Court Summary Report

An official report from the court that provides information on all of a defendant's cases statewide. Contents include defendant information, a list of cases and their status, case information, attorney information, last action, and a list of all charges and dispositions.

#### Docket Sheet

An official report from the court that provides a detailed statement of actions and filings for a single case. Contents include case information, related cases, a history of calendar events/court dates, a list of charges, docket entries, case financial information, and disposition and sentencing information if the case has been adjudicated.

#### Shopping Cart

An area of the PAePay Online Case Payments System that stores the cases or payment plans selected for payment until ready to complete the transaction. The shopping cart saves any cases or payment plans selected and payment amounts entered and allows the user of the system to continue to search for and add additional cases that need payment.

#### Sliding Fine

A penalty for an offense which carries a minimum to maximum fine amount that will be determined by a judge at a hearing.

### **Troubleshooting**

#### **I can't find my case or payment plan:**

If you cannot find your cases, it may be due to one of the following reasons:

- The information being entered for a search cannot be matched to a case in the selected county, or, if searching by docket number, an invalid docket number has been entered.
- The case or payment plan does not have a balance remaining.
- The case is in a county that has not opted to accept online payments for the type of case on which you are attempting to make a payment. For example, some counties do not accept online payments for Juvenile Delinquency cases. A complete listing of the case types and categories that can be paid online for each county can be found through the PAePay main page.
- The case is sealed or one or more cases in a payment plan are sealed.
- The case is pending expungement or one or more cases in a payment plan are pending expungement.
- The defendant or responsible participant on a Criminal, Summary or Summary Appeal case or one or more cases of these types in a payment plan is a minor.

- The defendant or responsible participant on a Criminal, Summary or Summary Appeal case or one or more cases of these types in a payment plan is not a minor but retains a protected status for other reasons.

If you believe one of these situations does not apply to you and you cannot find your case, please contact the court of jurisdiction for your case or payment plan.

### **Why can't I make a payment on a case?**

There may be several reasons why you will be unable to make a payment on a case. These include:

- A payment cannot be made on a traffic case in which the total amount due is not specified. This is known as a [sliding fine](#).
- The case includes an offense that carries a mandatory sentence of imprisonment.
- Payments cannot be applied on individual cases if the case is part of a payment plan.
- Payment plans through a MDJ district court that have been referred to a collection agency for delinquent payments cannot be paid through the PAePay system. You must contact the collection agency for payment.
- District courts or court offices reserve the right to restrict individuals from making electronic payments.
- District courts or court offices reserve the right to restrict individual cases from being paid through the PAePay Online Case Payments System.

If you believe one of these situations does not apply to you and you cannot find your case, please contact the court of jurisdiction for your case or payment plan.

### **Can I specify the date on which the payment will be applied?**

The date on which an online payment will be applied cannot be specified. The processing of the payment begins as soon as the payment is submitted. As a result, scheduling future payments is not permitted, nor can any payments be applied as collateral or a down payment. Processing time is dependent on the court processing the payment. For more information, see [Timeliness of Payments – Case Balances/Posting](#) on page 19. Please submit payments that are time-sensitive with enough time to process the payments. Payments submitted without sufficient processing time may not prevent further court action.

### **Why does my case show a zero balance?**

One of two possibilities may exist:

- The case is a Magisterial District Court Traffic, Non-Traffic or Criminal case that has been transferred to the Court of Common Pleas.
- The case is an undisposed Magisterial District Court Traffic case. The balance will not show until the case is added to the shopping cart.

---

**Section 4: Additional Information****My payment plan is not showing all of my cases.**

This may occur when a case included in the payment plan is a type of case (Case Category) that the county has not opted into for online payment. However, because the case with that Case Category is included in a payment plan, the total amount due on the payment plan does reflect any balance due for any case that cannot be displayed.

**Why can't I change the amount to pay on a case?**

One of the following circumstances may apply:

- Filing fees cannot be edited.
- Citations must be paid in full. No partial payments are permitted.

**I paid online and then I received a delinquency notice in the mail.**

Online payments may take several business days to process. Please submit any payments that are time-sensitive with enough time to process payments. For more information, see [Disclaimers and Terms of Use](#) on page 17.

**I accidentally paid on the wrong case or payment plan. What can I do?**

Please contact the court of jurisdiction for your case or payment plan.

**Is my credit card information saved?**

Credit card information that is entered for online payment will not be saved. You will have to enter your credit card information each time you make a payment, regardless if you have previously used the PAePay Online Case Payments System.

**I am getting a message that I cannot make a payment on a case or payment plan. What's happening?**

There are two possibilities:

- District courts or court offices reserve the right to restrict individuals from making electronic payments.
- District courts or court offices reserve the right to restrict individual cases from being paid through the PAePay Online Case Payments System.

## **Disclaimers and Terms of Use**

### **General Disclaimers/Terms & Conditions**

The PAePay Online Case Payments System Web site has been approved by the Unified Judicial System of Pennsylvania and is maintained by the AOPC.

This payment system currently accepts case payments for counties that have chosen to participate. The complete list of participating counties can be found on the PAePay main page. The site displays only court financial obligations approved for online payment. You may have other outstanding financial obligations with the courts of the Commonwealth of Pennsylvania. Any type of local municipal citation must be paid to the local municipality. Payments may be made using a Visa, MasterCard, Discover and American Express credit/debit cards only. Upon submitting a payment through this site, users will be assessed a non-refundable convenience fee of \$2.75 for each transaction submitted.

The information on this site is compiled and made available for public use by the AOPC. Every effort is made to provide accurate and up-to-date case balance information. However, recent case entries made by the individual courts may not be immediately reflected on this site. The Unified Judicial System and the AOPC make no representation as to the accuracy, completeness or utility, for any general or specific purpose, of the information provided herein and as such, assume no liability for inaccurate or delayed data, errors or omissions. The information on this site does not constitute the official record of judicial or administrative actions of the respective courts of the Commonwealth of Pennsylvania. If the official records or official printed publications of the individual courts differ from the information provided in this system, the official records or official printed publications should be relied upon. Users of this payment system are responsible for verifying the accuracy, currency, and completeness of the information contained on the system.

The AOPC makes no guarantees regarding the timeliness of an online payment and its effect on the issuance or removal of a warrant from a case. The processing of payments is dependent upon the individual court to which the payment has been made. Case balances will not be updated until payments are processed by the court. Any payments pending processing by an individual court will have no effect on a previously issued warrant in one's case or the suspension of one's driver's license. The AOPC is not responsible for any possible suspension of your driver's license due to delays caused by: a) the unavailability of this payment system; or b) any processing delays incurred by the Common Pleas or Magisterial District Courts. It is your responsibility to ensure that a payment is paid in full and on time.

Reference on any AOPC web page to any commercial product, service or process does not constitute or imply the AOPC's endorsement or recommendation of that product, service or process.

---

#### Section 4: Additional Information

The AOPC reserves the right to modify this payment system at any time. Construction of the disclaimers and resolution of disputes thereof are governed by the laws of the Commonwealth of Pennsylvania.

#### **Important Notice Regarding Traffic Citations**

I verify that I am the defendant in this case and understand that by submitting full payment in the case, I am waiving a court hearing and am knowingly, voluntarily, and intelligently entering a plea of guilty. Failure to pay the full amount due may result in the issuance of a warrant for your arrest. If you plead guilty and wish to appeal, you have thirty (30) days to file an appeal for a trial in the Court of Common Pleas.

You will not be permitted to enter a guilty plea and submit payment of a traffic citation in which the total amount due is not specified, or the offense with which you are charged carries a mandatory sentence of imprisonment, for example, a violation of 75 Pa.C.S. § 1543(b) (Driving while operating privilege is suspended or revoked).

#### **Warranty Disclaimer**

The information provided on this payment system reflects entries made into the Unified Judicial System's automated case management systems by the individual Common Pleas and Magisterial District Courts. The AOPC makes no warranties regarding the accuracy, legality, reliability or content of the information provided in this payment system. The AOPC disclaims any responsibility or liability for errors, omissions, and the accuracy of any information. Users of this system have the responsibility to verify the accuracy, currency and completeness of the information.

#### **Limitation of Liabilities**

The use of this system, as with all Internet usage, may pose a risk of damage to user computer systems because of the presence of computer viruses, software and hardware incompatibility or defects, and other factors associated with the use of the Internet. Users of this system assume all risks associated with its use, including the risk that damage may occur to user computer systems, software or data stored on or contained in user computer systems. The AOPC will not be liable to any party for any direct, indirect, special, incidental, consequential, or other damages based upon any use of this payment system or use of any Web site to which this site is linked.

The AOPC disclaims all responsibility and liability for any damages, including loss of use, loss of profits, business interruption, procurement of substitute goods or services, and loss of revenues caused by any failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission of information or data, communication line failure, computer virus, theft, destruction, unauthorized access or alteration regardless of whether for negligence, breach of contract, or any other cause of action.

**Future Posting**

This system will disallow any post-dating of payments for all types of fines, costs, and restitution, including (but not limited to) payment plans, individual case payments, and traffic citations.

**Convenience Fee**

When submitting an online payment using this system, you will be charged a non-refundable convenience fee of \$2.75 for each transaction submitted. You may choose to pay your citation without a convenience fee, by either paying in person at the Common Pleas or Magisterial District Court where the financial obligation is owed (by cash, check or money order) or by sending a check or money order, payable to the court specified.

**Payment Restrictions (warning messages)**

Users may not:

- Pay on a single case within a payment plan.
- Pre- or post-date payments.
- Enter a dollar amount greater than the total balance of the targeted case(s).
- Pay electronically if the case has been flagged to disallow electronic payments.
- Pay electronically if the user has been identified as an individual not permitted to submit payments.

**Cases Referred to Collections**

The system will reflect the balance of any case referred to collections. However depending upon the court, users may or may not have the ability to add the case to the shopping cart. In many instances, if a case has been referred for collection to an outside collection agency, payments must be made directly to the collection agency.

**System Availability**

It is the AOPC's goal to consistently maintain system availability to accept online payments. However, there will be occasions where the system must be taken offline to conduct scheduled maintenance or other necessary system activities (bug fixes, enhancements, upgrades, etc.). The AOPC will notify users via the Web site of scheduled downtime whenever possible.

**Timeliness of Payments – Case Balances/Posting**

The Administrative Office of the Pennsylvania Courts (AOPC) makes every effort to reflect accurate, up-to-date case balance information on the eCommerce Web site. However, processing times are dependent upon the court processing the payment. Case balances will not be updated until payments are processed by the court.

---

**Section 4: Additional Information****Timeliness of Payments – Warrant & DL**

The Administrative Office of the Pennsylvania Courts (AOPC) makes no guarantees regarding the timeliness of an online payment and its effect on the issuance or removal of a warrant from a case. The processing of payments is dependent upon the individual court to which the payment has been made. Case balances will not be updated until payments are processed by the court. Any payments pending processing by a court will have no effect on a previously issued warrant in one's case or the suspension of one's driver's license. The AOPC is not responsible for any possible suspension of your driver's license due to delays caused by either: a) the unavailability of this service at any time; or b) any processing delays incurred by the Common Pleas or Magisterial District Courts. It is your responsibility to ensure that a payment is paid in full and on time.

**Timeliness of Payments – Withdrawal from Bank**

Funds withdrawn as a result of an online payment will be immediately reflected in your bank account balance. The online payment will appear as "PA Courts Fines and Costs" on your bank statement or credit card statement.

**Refunds**

Overpayments or duplicate payments may result in the issuance of a refund. If you believe you are eligible for a refund, please contact the Common Pleas or Magisterial District Court to which the payment was issued. Refunds will be issued by check from the receiving Court. A 30 day hold will be placed on all refund checks issued.

**Search – County/Court Participation**

Not all counties and courts in Pennsylvania are accepting electronic payments at this time. The complete list of participating counties can be found on the PAePay main page.

**Privacy Policy**

This is an official government site where information concerning financial obligations to the Common Pleas and Magisterial District Courts is made available for purposes of submitting online payments.

The AOPC may monitor the use of this system for illegal, criminal, and unauthorized activities. If these activities are detected, the AOPC may provide evidence of such to law enforcement officials. The AOPC will also monitor the use of this system to capture usage statistics. The personal information of users visiting this Web site will not be identified through our data collection process. Users of the eCommerce payment system expressly consent to monitoring by the AOPC.

**Case Availability**

For a case to be returned in the search results it must meet the following criteria:

- For Magisterial District courts, the case has a docket type of Traffic (TR), Non-Traffic (NT), or Criminal (CR).
- For Common Pleas courts, the case has a docket type of Criminal (CR), Juvenile: Delinquency/Certified (JV), Miscellaneous (MD) or Summary Appeal (SA). Not all counties accept payments on Juvenile: Delinquency/Certified (JV) or Miscellaneous (MD) cases.
- For Municipal Courts, the case has a docket type of Criminal (CR) or Summary (SU).

In addition to the restrictions outlined in [Search - County/Court Participation](#) regarding county and court participation, the following criteria will prohibit a case/payment plan from being returned in the case search:

- The case/payment plan has a zero or negative balance, except for certain cases that have been identified for prepayment for entry into a diversionary program. If you have been entered into a diversionary program, check with the court of jurisdiction on your case on the ability to make prepayments online.
- The case is sealed.
- The defendant is a minor (for Criminal (CR), Summary (SU), and Summary Appeal (SA) docket types only).
- The case/payment plan has a redacted caption (for Criminal (CR), Summary (SU), and Summary Appeal (SA) docket types only).
- The case is pending expungement.

**Additional Notes**

No one from the court will ever contact a user by phone and ask for payment or credit card information.

Timely payment processing is dependent on the Court receiving payment. Factors that may impact processing time include nights, weekends, and government holidays.

**Technical Disclaimer and Browser Requirements**

Users of the AOPC system assume all risks associated with the use of this system, including the risks that damage may occur to user computer systems, software or data stored on or contained in user computer systems. AOPC disclaims all responsibility and liability for all types of damages including damages to compensate for loss of use, loss of profits, business interruption, procurement of substitute goods or services, and loss of revenues caused by any failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission of information or data, communication line failure, computer virus, theft, destruction, unauthorized access or alteration regardless whether for negligence, breach of contract, or any other cause of action.