

**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 troubleshooting recommendations.

Please note that due to the technology used in creating the site, using Google Chrome 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.

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.



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.



**AOPC
Administrative Office of
Pennsylvania Courts**

Need more help?
Click **Help & Support** to find help topics and tutorials.

Help & Support
Help Center
Reference Documents
Video Tutorials

Ready to get started?

Log onto <https://ujportal.pacourts.us> and click on **Fines, Costs, & Restitution** under the **Pay Online** menu!

Pay Online
Fines, Costs, & Restitution
Bail
State Probation/Parole Fees

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

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.

Payment Plan Number						
<input checked="" type="checkbox"/> 03302-2022-P0000014						
Docket Number	Short Caption	Filing Date	County	Calculated Case Balance	OTN	Date of Birth
MJ-03302-TR-0000042-2022	Comm v Tracy Virgil	01/12/2022 02:10 PM	Northampton	\$163.50		05/08/1978
MJ-03302-TR-0000043-2022	Comm v Tracy Virgil	01/12/2022 02:11 PM	Northampton	\$355.00		05/08/1978

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"/>
		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.