

# PAePay® Fines, Costs & Restitution (FCR) Payments



## ➤ What is PAePay Fines, Costs, & Restitution?

PAePay provides the option to submit electronic payments for outstanding fines, costs, and restitution on Common Pleas and Magisterial District Court cases. FCR payments are accepted using MasterCard, Visa, American Express, Discover, and ATM/Debit cards.



\*All payments carry an additional \$2.75 transaction fee.

## ➤ Before you make a payment



### Internet Browser:

Feel free to use the browser of your choice, but Google Chrome offers the best experience.



### No Account Needed:

You do not need to create a UJS Web Portal account to make an FCR payment.

## ➤ Case payment eligibility

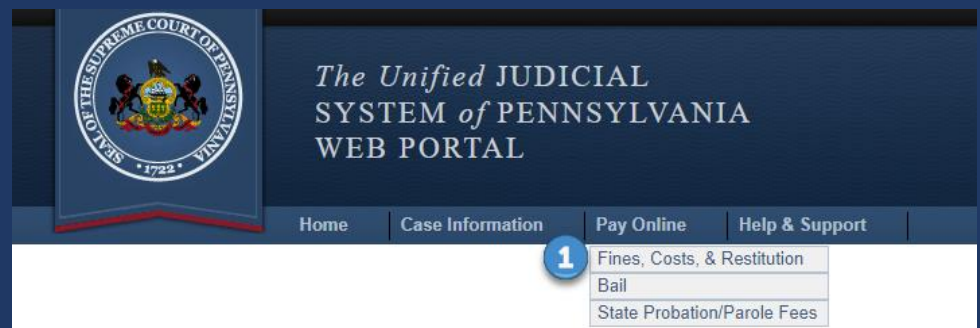
The following cases are not eligible for online payment and cannot be found in any search. In these instances, all payments must be made by mail or in-person at the court office:



- Cases that are sealed, designated as limited access or clean slated, or have otherwise been secured by the court.
- Criminal, Summary, or Summary Appeal cases where the defendant is a minor.
- Juvenile cases where the responsible court has decided not to accept online payment. You must call the court to verify this information.
- All cases that are pending expungement.

## ➤ Finding the PAePay FCR screen

Hover your mouse pointer over the Pay Online menu and click Fines, Costs, & Restitution.



# How to Make a PAePay® Fines, Costs, & Restitution Payment



## 1. Start a Search

On the PAePay Fines, Costs, & Restitution Online - Search screen, click on the **Search By** dropdown and select 'Person'.

**Tip** You will need to know the first and last name of the person who owes the fines, costs, and/or restitution. The correct spelling is very important.

## 3. Select a Court Type

Click on the **Court Type** dropdown and select the court where the person's case is filed.

**Tip** If you don't know what to select, this information is typically found on your citation or any case-related paperwork sent by the court.

## 5. Click SEARCH

WEB PORTAL

Home Case Information Pay Online He

Home > Pay Fines, Costs, & Restitution Online

Our menu navigation has changed.

### PAePay® Fines, Costs, & Restitution Online - Search

Welcome to the Administrative Office of the Pennsylvania Courts' (AOPC) eCommerce Website. Commonwealth of Pennsylvania's Common Pleas and Magisterial District courts. This site has the AOPC.

Please click [here](#) for a list of counties that currently accept electronic payments. You may select county for electronic payment. This site displays only court financial obligations approved for only of the Commonwealth of Pennsylvania. Any type of local municipal citation must be paid to the local American Express credit/debit cards or by ATM card only. Upon submitting a payment through the transaction submitted. The maximum payment amount that can be applied to fines, costs and confirmation number is issued. Any questions about payments submitted to a court must be directed to the court.

\* Search By: Person

\* Last Name: Calavicci

\* First Name: Albert

Zip Code: (One or more of these fields are required)

Date Of Birth: mm/dd/yyyy (One or more of these fields are required)

Offense Start Date: mm/dd/yyyy (One or more of these fields are required)

Offense End Date: mm/dd/yyyy (One or more of these fields are required)

\* Court Type: Magisterial District Court

County: Northampton (One or more of these fields are required)

Court Office:

Case Type: (One or more of these fields are required)

Search Clear

## 2. Enter the name of the person who owes the fines, costs, and/or restitution

Click in the **Last Name** field and enter the person's last name only.

AND

Click in the **First Name** field and enter the person's first name only.

## 4. Enter additional search information

Of the remaining options available, enter information in at least one other field.

**Tip** If you know the Pennsylvania County where the person's case is filed, the **County** field is the best option.

**Tip** Less is more. Try using only one additional field at first. This will provide a wider range of results. Only add additional search information to narrow large result sets.

# How to Make a PAePay® Fines, Costs, & Restitution Payment



## 6. Review search results

From the case or cases returned in the results, use the information provided to identify the correct case(s).

**Tip** If your search finds no results, try changing your search. If you were unsure which court type to select in Step 3, try changing it and repeat Steps 4-5.

## 7. Choose a case(s) to pay on

Select the checkbox appearing to the left of a case to identify it for payment. You can select multiple cases from your results.

**Tip** If you are attempting to pay on a payment plan that contains multiple cases, you only need to select one of those cases to add the whole plan to your cart.

**Tip** If you want to pay on an additional case that does not appear in your search results, you can add it later during Step 10.

The screenshot shows a search interface with the following fields and values:

- \* Search By: Person
- \* Last Name: Calavicci
- \* First Name: Albert
- Zip Code: (One or more of these fields is required)
- Date Of Birth: mm/dd/yyyy (One or more of these fields is required)
- Offense Start Date: mm/dd/yyyy (One or more of these fields is required)
- Offense End Date: mm/dd/yyyy (One or more of these fields is required)
- \* Court Type: Magisterial District Court
- County: Northampton (One or more of these fields is required)
- Court Office: (One or more of these fields is required)
- Case Type: (One or more of these fields is required)

Buttons: Search, Clear

	Docket Number	Short Caption	Filing Date	County	Calculated Case Balance	OTN	Date of Birth	
<input checked="" type="checkbox"/>	MJ-03302-TR-0000045-2022	Comm. v. Calavicci, Albert	01/12/2022 02:15 PM	Northampton	\$419.50		03/05/1966	

Button: Add to Cart

## 8. Click ADD TO CART

# How to Make a PAePay® Fines, Costs, & Restitution Payment



## 9. Enter a payment amount

In the Shopping Cart, enter the amount you want to pay in the **Amount to Pay** field.

**Tip** If you have a payment plan, this field defaults to the amount owed as of today. You can pay that amount or any other amount you choose.

**Tip** There is a maximum payment limit of \$1,000 on any single credit card transaction. There is no limit on the number of payments you can make.

## 10. (Optional) Add another case

If you want to add other case(s) to your shopping cart, click the **ADD ANOTHER** button and repeat Steps 1-9.

WEB PORTAL

Collections in the Courts  
Financial Records

Home Case Information Pay Online Help & Support

*Our menu navigation has changed. Click here to learn more.*

### PAePay® Fines, Costs, & Restitution Online

Shopping Cart

Docket/Payment Plan Number	Description	Current Balance	Amount to Pay	
MJ-03302-TR-0000045-2022	Comm. v. Calavicci, Albert	\$419.50	\$419.50	

Subtotal: \$419.50

Add Another Checkout

## 11. Click CHECKOUT

# How to Make a PAePay® Fines, Costs, & Restitution Payment



## 12. Enter your personal information

**Tip** Enter the name of the person as it appears on the credit card.

**Tip** Enter the billing address as it appears on your credit/debit card statements (ex. spell out or abbreviate words like 'road' and 'street' as displayed on the statement).

Reference Number	Description	Current Balance	Amount to Pay
MJ-03302-TR-0000045-2022	Comm. v. Calavicc, Albert	\$419.50	\$419.50
			Subtotal: \$419.50

Please enter payer name and billing information based on the card being used for payment.

\* First Name:

\* Last Name:

The address information provided should reflect the billing address of the credit or debit card you intend to use.

\* Address Location:

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip Code:

\* Phone Number:

\* Email Address:

**Tip** The phone number will only be used if there is a problem with your payment.

**Tip** Once payment is complete, a confirmation e-mail will be sent to the e-mail address provided.

## 13. Click CONTINUE

## 14. Enter your credit card number

Enter the 16-digit number appearing on the front of the card. Do not enter any spaces between the numbers.

**Tip** Visa, MasterCard, Discover, and American Express cards are accepted.

**Personal Details**  
Email: albertc543@gmail.com

**Payment Method: Card Account**  
..... 12/23  
Albert Calavicc

**Billing Address**  
5095 Ritter Road,  
Easton, PA 18040

**Amount Details**  
Payment Amount: \$419.50  
Fee: \$2.75  
Total: \$422.25

I agree to the [Terms and Conditions](#)

## 15. Enter the card's CVV code

For Visa, MasterCard, and Discover, this is the three-digit number on the back of the card. For American Express, this is the four-digit number on the front of the card.

## 16. Enter the card's expiration date

Enter the month and year the credit card expires.

## 17. Enter the name appearing on the card

## 18. Agree to the terms and conditions

## 19. Click PAY