

Frequently Asked Questions of Fines and Costs

Q. What is the mailing address?

A. Fines and Costs

Basement-Dauphin County Court House
101 Market Street
Harrisburg, PA 17101

Q. What are the acceptable forms of payment?

A. Cash, money orders, bank checks, cashier checks, travelers' checks. Cash should be in the largest denominations possible with exact amount. Coins are to be wrapped and not to exceed \$10.00.

Q. Do you accept personal checks?

A. No – unless the sentencing Judge approves payment by personal check.

Q. Do you accept credit cards?

A. Credit Cards are accepted online only.

If you wish to pay online with a credit card, you can do so through the Unified Judicial System of Pennsylvania Web Portal at <http://ujportal.pacourts.us> with PAePay. (Online payments may not work on a cell phone. If you are having trouble making an online payment, try paying from a computer or call the help line at 1-877-227-2672. A non-refundable service fee will be assessed on each online transaction. You will need your docket number to make a payment online.)

If your case has been marked as a LIMITED ACCESS CASE and/or you can no longer pay online with PAePay. You can make a credit card, PayPal, or Venmo payment online at www.dauphincountyfinesandcosts.com or over the phone at 717-441-4957.

(A non-refundable service fee will be assessed on each online or phone transaction. You will need your docket number to make a payment online or over the phone.)

Q. Do you permit in-person payments?

A. In-person payments are accepted at both locations.

• DAUPHIN COUNTY COURTHOUSE, 101 MARKET STREET, BASEMENT, HARRISBURG, PA
Hours: 8:00 a.m. to 4:00 p.m. MONDAY-FRIDAY Closed 12:00 p.m. to 1:00 p.m.

• ADULT PROBATION, 917 GIBSON BLVD., STEELTON, PA
Hours: 8:00 a.m. to 4:00 p.m. MONDAY-FRIDAY Closed 1:00 p.m. to 2:00 p.m.

Q. What information is needed for an in-person payment?

A. The defendant's name and docket number of the case where the payment should be applied.

Q. Why do I need to know my docket number and where do I find my docket number?

A. A correct docket number is essential so that the payment clerk applies the money to the correct case. You will find your docket number on your paperwork, your probation officer should give you the correct docket number, or the payment clerk will look up your docket number and write this down on a card for you. It is highly recommended that you keep your docket number with you in your wallet or take a picture of it with your phone so that you will always have it. Beginning **January 1, 2022**, by order of the President Judge, a fee of \$1.00 will be charged for the payment clerk to look up your docket number.

Q. What information is needed for a mailed payment?

A. Make the money orders, bank checks, cashier checks, or travelers checks payable to Fines and Costs. Make sure your name, address, and docket number(s) are written legibly on the certified check or money order. A receipt will be mailed to you upon written request.

Q. Do I have to personally make an in-person payment or can someone else make the payment for me?

A. Someone else can make the payment for you but they must have your name and docket number.

Q. Is it possible to obtain a breakdown of fines and costs or the payments made?

A. You may obtain the breakdown online at <http://ujportal.pacourts.us> or you can come into the Court House and get a copy from the Clerk of Courts office on the 1st floor.

Q. What do I do if I have trouble with the UJS Portal when trying to make an online payment?

A. Call the AOPC CPCMS help desk at 1-877-227-2672.

Q. Does the Courthouse Fines and Costs Office or the Fines and Costs Office at Gibson Blvd. accept payments for parking tickets, traffic citations, or speeding tickets.

A. No. The Courthouse and Gibson Blvd. Fines and Costs Office accepts payments for fines, costs, fees, and/or restitution on adult and juvenile criminal cases that have been processed by the Dauphin County Court of Common Pleas. Payments for parking tickets, traffic citations, or speeding tickets are accepted at the applicable MDJ Office. The address for the correct MDJ office is noted on the ticket or citation. If you do not have your ticket or citation, please call the police department that issued the ticket or citation. If you lost your citation/citation number, please contact the **Dauphin County Deputy Court Administrator at 717-780-6637.**

Q. Does the Courthouse Fines and Costs Office or the Gibson Blvd. Fines and Costs Office accept payments for Protection from Abuse (PFA) cases, Domestic Relations (support) cases or for individuals incarcerated at state prisons?

A. The Courthouse and Gibson Blvd. Fines and Costs Office does not accept payments for Protection from Abuse (PFA) cases, Domestic Relations (support) cases or for individuals incarcerated at state prisons. These payments shall be made as follows:

DOMESTIC RELATIONS PAYMENTS -- PAYMENTS FOR DOMESTIC RELATIONS OBLIGATIONS SHOULD BE MADE AT THE DOMESTIC RELATIONS OFFICE, 8TH FLOOR, 25 SOUTH FRONT STREET, HARRISBURG, PA

PAYMENTS FOR CLIENTS IN STATE CORRECTIONAL INSTITUTIONS shall be made at the State Correctional Institution.

PAYMENTS OWED FOR PROTECTION FROM ABUSE (PFA) ACTIONS -- PAYMENTS FOR PFA MATTERS SHOULD BE MADE AT THE DAUPHIN COUNTY PROTHONOTARY'S OFFICE, 101 MARKET STREET, 1ST FLOOR, HARRISBURG, PA

Q. Does the Courthouse Fines and Costs Office or the Gibson Blvd. Fines and Costs Office accept payments for traffic or other citations? What if I lost my citation/citation number?

A. The Courthouse and Gibson Blvd. Fines and Costs Office does not accept payments for traffic or other citations These payments shall be made as follows:

Payments for any dockets starting with
MJ-12101-TR
MJ-12102-TR

MJ-12104-TR
MJ-12105-TR
MJ-12106-TR
MJ-12201-TR
MJ-12202-TR
MJ-12203-TR
MJ-12204-TR
MJ-12205-TR
MJ-12301-TR
MJ-12302-TR
MJ-12303-TR
MJ-12304-TR
MJ-12305-TR

can be made at the corresponding Magisterial District Justice Office. The contact information for the corresponding offices can be found at

<https://www.dauphincounty.gov/government/court-departments/magisterial-district-judges>.

If you lost your citation/citation number, please contact the **Dauphin County Deputy Court Administrator at 717-780-6637**.

Q. Can I set up a payment plan at the Fines and Costs Office?

A. No. All payment plans are set up and monitored by the Monetary Compliance Unit with Dauphin County Probation Services. Please contact the Monetary Compliance Unit at 717-780-7100 and ask for the Monetary Compliance Unit. If you are currently on active supervision, please contact your assigned probation office directly regarding a payment plan.

Q. Can a payment be postdated or paid ahead?

A. No. All payments are recorded on the date received. If you are on a payment plan and concerned that you are behind on your payments or wish to pay ahead on your payment plan, you must contact the Monetary Compliance Unit with Dauphin County Probation Services at 717-780-7100. A Monetary Compliance Officer can assist you with the status of your payment plan.

Q. Can I set up a wage attachment at the Fines and Costs Office?

A. No. All wage attachments are set up and monitored by the Monetary Compliance Unit with Dauphin County Probation Services. Please contact the Monetary Compliance Unit at 717-780-7100 and ask for the Monetary Compliance Unit. If you are currently on active supervision, please contact your assigned probation office directly regarding a wage attachment.

Q. Can I set up an automatic payment or withdraw at the Fines and Costs Office?

A. No. If you wish to set up an automatic payment or withdraw, please contact your bank. They can assist you with setting up scheduled payments to be sent to the fines and costs office. Please make sure the bank includes your docket number and name on all payments sent to the fines and costs office.

Any other questions can be addressed by calling 717-780-6600.