

PAYING ONLINE

WEBSITE – ujportal.pacourts.us

- 1. 1st page - Click on the Orange Box that has PAePay on it.**
- 2. 2nd page – Under Pay Online, Click on the Blue Highlighted - PAePay Fines, Cost and Restitution.**
- 3. 3rd page – *Search by - Person**
- 4. 4th page – Fill in the following – Last Name, First Name – (use all lower case letters) Birth Date, Choose the Court Type – Court of Common Pleas. Click on the Search button. Your Docket Numbers will show below the search button. It will show all of the Counties you owe money to. Click on the little square box on the left side of the Docket Number, Make sure you choose the right County – Clearfield - and then Click on Add to Cart.**
- 5. 5th page – Under the Amount to Pay – Click on the box and add the amount you are paying (* Max amount at a time is \$1,000.00) and click on Checkout button.**
- 6. 6th page – Fill in your name, address, phone number and email address. Click Continue.**
- 7. 7th page - On the Checkout page, enter the contact information for the person making the payment. Click CONTINUE.**
- 8. 8th page - 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 and/or if using your phone, take a screen shot of it.**

***NOTE - If you need to make a payment over \$1,000.00, you will have to make multiple transactions. There will be a Convenience Fee for each transaction.**