



Oregon Judicial Department

OJD Courts ePay

Quick Reference Guide v4.0

Introduction

OJD Courts ePay is an electronic payment program. It allows you to make payments for most court cases, citations (violations), and accounts. **Notice: It may take as many as 10-15 days for a citation (except Multnomah parking eCitations which take 2 days) to be available for online payment.** OJD Courts ePay service accepts MasterCard and Visa credit and debit cards only. Payments are processed and recorded on your case within 24 hours. A \$1.50 processing fee is assessed per transaction.

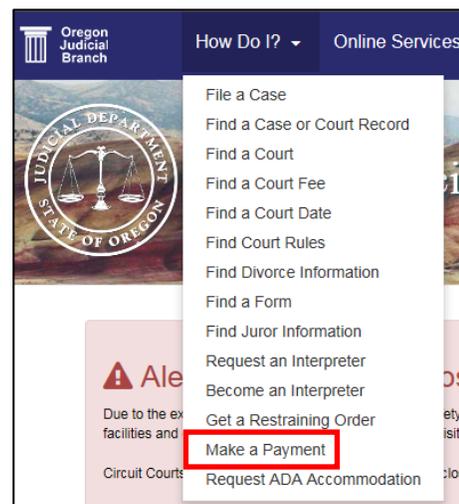
How do I access the OJD Courts ePay site?

- The Oregon Courts website home page (www.courts.oregon.gov) contains two options to locate the ePay webpage. Either through a **direct link** or **drop-down menu** in the banner ('How Do I...make a payment' – this option requires an additional step).

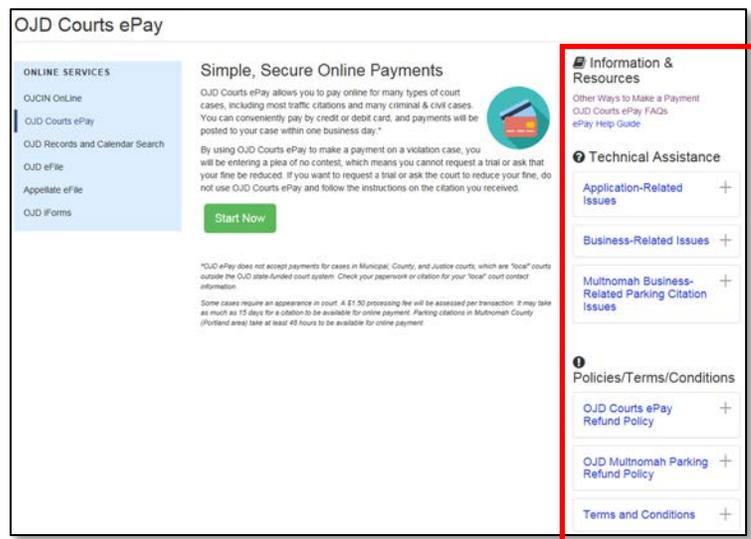
DIRECT LINK



DROP-DOWN MENU



- The *OJD Courts ePay* webpage contains several help options:
 - Information & Resources*
 - Technical Assistance*
 - Policies / Terms / Conditions*
- In addition, each circuit court webpage contains an available link to 'make a payment'.





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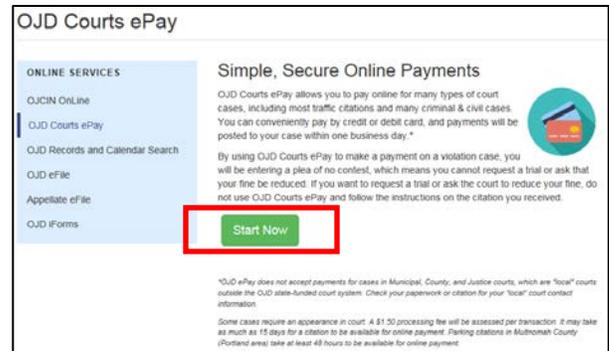
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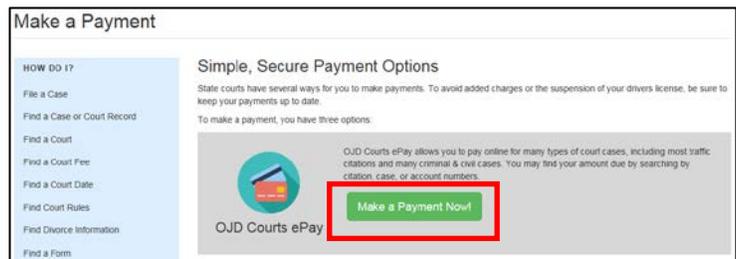
How do I start the ePay process?

Step 1: Two options to begin:

- On the *OJD Courts ePay* webpage, click **Start Now** to begin the electronic payment process.



- On the *OJD Make a Payment* webpage, click **Make A Payment Now** to begin the electronic payment process.
 - This option will take require a few extra steps.



Step 2: The *Find Your Citation or Court Case* page opens.

The screenshot shows the 'Find Your Citation or Court Case' search page. It includes a heading, a paragraph of instructions, and three search criteria: 'Select County', 'Select Search Type', and 'Enter Number'. Each criterion has a dropdown menu and a help icon. A 'Search' button is located at the bottom right of the form.

Find Your Citation or Court Case

To find your case, please enter information in the fields below. For Multnomah Parking Citations, in the "Select County" drop down please search Multnomah Parking Active. If your case is not found, change the County to Multnomah Parking Pending and search again.

Select County ?

Select Search Type ?

Enter Number ?



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How do I find my information?

Step 3: Enter the required information

- a) Select the county where the citation occurred by clicking the **Select County** drop-down arrow.

Note: For Multnomah Parking Citations select Multnomah Parking *Active*; if citation not found try Multnomah Parking *Pending*.

- b)
- c) Select the type of search depending on the document (Citation, Case, or Account) by clicking the **Select Search Type** drop-down arrow.

Note: For Multnomah County Parking or City of Portland Parking Violations, select **Citation**.

- d) Enter the number of the citation, case, or account in the **Enter Number** text box.

Note: City of Portland Parking Violations: enter any letters (such as 'HA,' 'U' or 'N') along with the numbers.

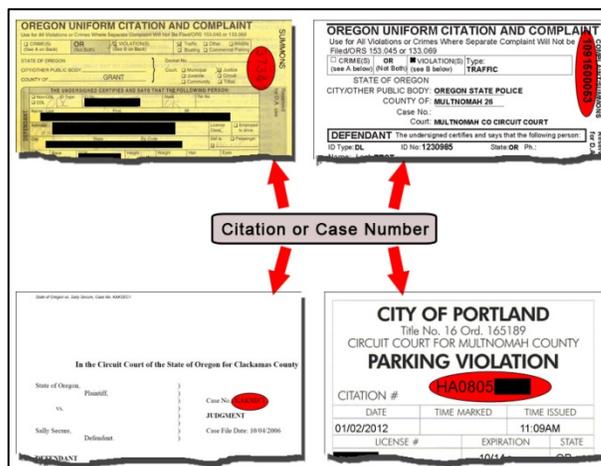
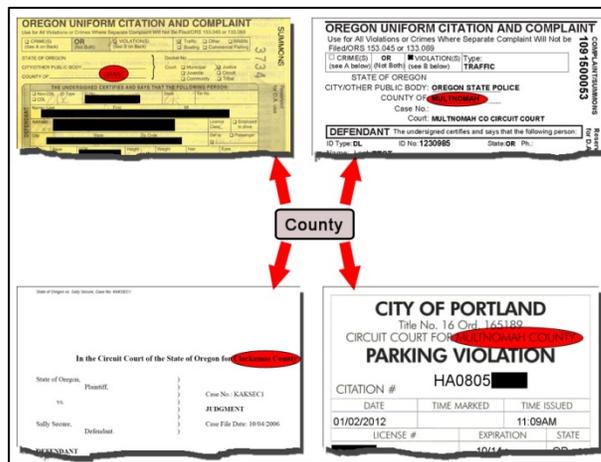
- e) Click **Search**.

The Payment Amount page opens with the payment amount due.

How do I pay?

Step 4: Enter the amount to pay in the *Payment Amount* text box and click **Pay Now**.

Note: The payment amount entered cannot be less than the specified minimum amount.





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The *Billing Information* page opens.

Note: The processing fee for the transaction appears with the Description Amount.

Fees	Description	Amount
	Fees for 15pk220274	90.00
		Processing Fee 1.50
		Total 91.50

Cardholder Information
Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type *

Card Number *

Exp Month * Exp Year *

CVV Code * [CVV Help](#)

Name on Card HA30200634 *

Address Type US Foreign

Address Line 1 *
Street address, P.O. box, company name, c/o

Address Line 2
Apartment, suite, unit, building, floor, etc.

City *

State *

Zip Code *

[Continue](#)

Step 5: Enter the required cardholder information.

- Select the type of credit card (MasterCard or Visa) from the **Card Type** selection list.
- Enter the credit card number in the **Card Number** box.
- Select the **Exp. Month** and **Exp. Year** from the drop-down lists.
- Enter the credit card three-digit security code (located on the back of the card) in the **CVV Code** box.
- Enter credit card holder name in the **Name on Card** box.
- **Address Type:** **US** is the default option. For addresses outside the US, select the **Foreign** option.
- Enter your address in the **Address Line 1** box.
- Enter the city of the address in the **City** box.
- Select the **State** from the drop-down list (or enter a State/Province for Foreign address option).
- Enter your zip code in the **ZIP Code** (Postal Code for Foreign address option) box.
- Click **Continue**.

The *Verify Billing Information* page opens.



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How do I get a receipt?

Step 6: Verify that the billing information is correct, and then click **Process Payment** (continue).

Note: If there is incorrect information, click **Back**, and correct any errors. *Repeat Step 5.*

Once the online payment has been approved and successfully processed, a payment confirmation page opens. The payment confirmation page can be printed for use as a receipt of the transaction.

Click **Print**.

What do I do if I have a problem?

If the program does not allow you to make an online payment on a case, contact the circuit court in the county where the case or citation is held. Here is a link to the Oregon Judicial Department website where you can obtain contact information for the circuit court: <https://courts.oregon.gov>.

If you have any questions or problems, please use the following link to return to the *OJD Courts ePay* webpage (<http://www.courts.oregon.gov/services/online/Pages/epay.aspx>) to locate which type of assistance is needed: