



**Oregon Judicial Department**  
**OJD Courts Electronic Central Violations Bureau**  
**Quick Reference Guide on Reductions**

**Introduction**

The OJD Courts payment site allows you to check if your traffic violation is eligible for a reduction in fine. Certain traffic violation cases may be eligible for a reduction based on the type of offense and your driving record.

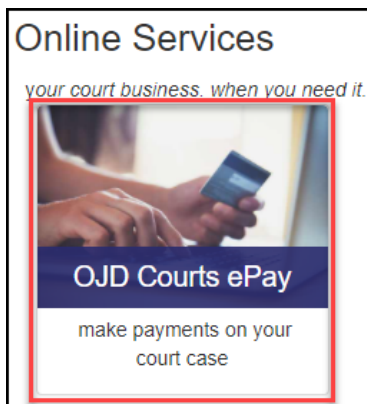
**It may take up to 10-15 days for a citation to be available for online payment.**

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.

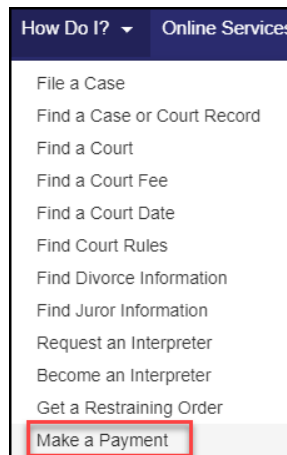
**How do I access the OJD Courts ePay site?**

The Oregon Courts website home page ([www.courts.oregon.gov](http://www.courts.oregon.gov)) contains a **direct link** to the ePay site on the main page or you may choose the **drop-down menu** in the banner under 'How Do I?'

**DIRECT LINK**



**DROP-DOWN MENU**



- The OJD Courts ePay contains information regarding online payments. Make sure and read the information before clicking Start Now.
- There are several other help options:
  - *Information & Resources*
  - *Technical Assistance*
  - *Policies / Terms / Condictions*
- Each circuit court webpage also contains a link to 'Make a Payment'.

**Simple, Secure Online Payments**

OJD Courts ePay allows you to pay online for many types of court cases, citations (violations), and accounts. You can conveniently pay by credit or debit card, and payments will be posted to your case within one business day.\*

- To use OJD Courts ePay to make a payment on a violation case, you must electronically enter a plea of no contest, which means you cannot request a trial to challenge whether you committed the offense, and you must pay a fine.
- You may use the Central Violations Bureau electronic system to request a reduction in your fine amount that is based on your driving history. If you qualify for a fine reduction, it will be applied before you make a payment.
- If you want to request a trial, send the court a letter of explanation, or plead not guilty for any reason, do not use OJD Courts ePay. Instead, follow the instructions on the citation that you received.
- See [Terms and Conditions](#) for additional information about using the Oregon Judicial Department's ePay website.

[Start Now](#)



# Oregon Judicial Department

## OJD Courts Electronic Central Violations Bureau

### Quick Reference Guide on Reductions

### How do I start the process?

Navigate to the OJD Courts ePay site and click **Start Now**

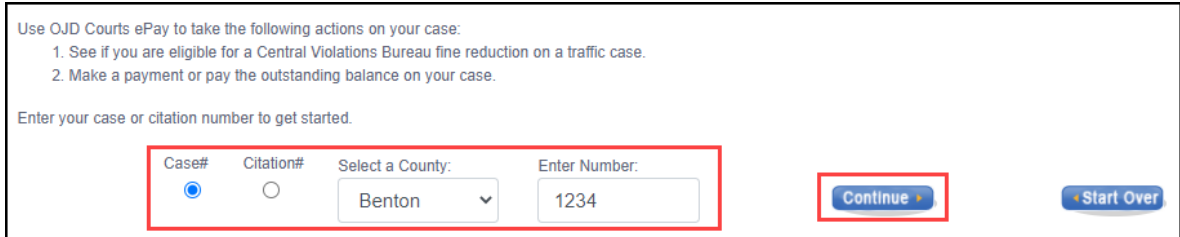


The *Find Your Citation or Court Case* page opens.



### How do I find my information?

Enter the case or citation information



- Select the type of search depending on the document by clicking the option next to either Citation number or Case number.
- Select the county where the citation occurred by clicking the **Select a County** drop-down arrow.
- Enter the number of the citation or case in the **Enter Number** text box.
- Click **Continue**.



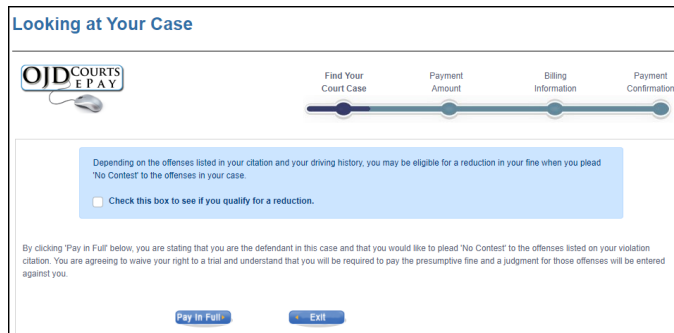


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**How do I check if I'm eligible for reduction?**

If your traffic violation type is eligible for reduction, you will be offered the opportunity to check to see if your specific traffic violation is eligible on the next screen.

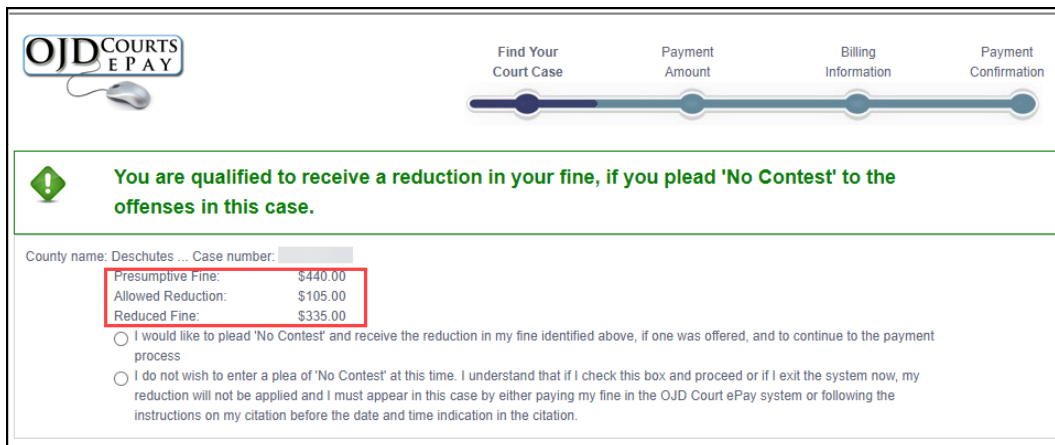
- The "Looking at Your Case" screen will display.
- Read all the information on the screen.
- Click the checkmark in the blue box to check for a reduction.



**How do I know I am eligible for reduction?**

After checking the box you will either be told that you either qualify or do not qualify for a reduction.

**If you are eligible for reduction:**



Note: You may exit the process at this point if you do not want to accept the offer. If you exit, you must still contact the court or appear before or by the date and time listed on your citation.

- Read all the information on the screen.
- Select the option to plea no contest to accept the offer.
- Click the checkmark in the red box to verify you understand that you are entering a plea.
- Click the Enter Plea button.



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**By accepting a plea of 'No Contest' you are agreeing to the terms listed below.**

County name: Deschutes ... Case number: 20VI151468  
Presumptive Fine: \$440.00  
Allowed Reduction: \$105.00  
Reduced Fine: \$335.00

I would like to plead 'No Contest' and receive the reduction in my fine identified above, if one was offered, and to continue to the payment process

I do not wish to enter a plea of 'No Contest' at this time. I understand that if I check this box and proceed or if I exit the system now, my reduction will not be applied and I must appear in this case by either paying my fine in the OJD Court ePay system or following the instructions on my citation before the date and time indication in the citation.

By clicking 'Enter Plea' below and proceeding to the payment process, you are asserting that you are the defendant in this case and that you would like to plead 'No Contest' to the offenses listed on your violation citation. You are agreeing to waive your right to a trial and understand that a judgment requiring you to pay an amount up to the presumptive fine for those offenses will be entered against you. Please read the OJD Courts ePay Terms and Conditions and review out FAQs and your citation for additional information.

Check here to indicate that you understand.

Once this screen displays, your reduction has been processed.

- You may print this page for your records by clicking Print.
- To continue to payment, click Pay Now.

**Congratulations, Your Fine Has Been Reduced**

OJD COURTS E PAY

Find Your Court Case | Payment Amount | Billing Information | Payment Confirmation

**Summary of Action Taken on Case (Deschutes County)**

We have entered your 'No Contest' plea. Please continue to payment by clicking on the 'Pay Now' button below. If you do not make a payment now, please pay the outstanding balance or contact the court to arrange a payment plan within 30 days.

Presumptive Fine: \$440.00  
Allowed Reduction: \$105.00  
Amount Due: \$335.00  
Effective Date:

### If you are Not eligible for reduction:

**Your case does not qualify for an online reduction.**

You are not eligible for an online reduction. Common reasons include:

- Three or more traffic convictions in the last three years.
- Driver's license isn't included on the citation.
- Vehicle is registered to a business.

Please contact the court listed on your citation for more information.

I would like to continue to the payment process.

I can't pay in full today, or I do not wish to enter a plea of 'No Contest' at this time. I understand if I exit the system now I must appear in this case by either paying my fine in the OJD Court ePay system or following the instructions on my citation before the indicated date and time.

Note: You may enter a plea and pay the full fine amount or you may exit the process at this point. If you exit, you must still contact the court or appear before or by the date and time listed on your citation.

- a) Read all the information on the screen.
- b) Select the option to plea no contest to continue to payment.
- c) Click the checkmark in the red box to verify you understand that you must pay in full to enter a plea on the citation.



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### Quick Reference Guide on Reductions

**By entering a plea of 'No Contest' you are agreeing to the terms listed below.**

You are not eligible for an online reduction. Common reasons include:

- Three or more traffic convictions in the last three years.
- Driver's license isn't included on the citation.
- Vehicle is registered to a business.

Please contact the court listed on your citation for more information.

I would like to continue to the payment process.  
 I can't pay in full today, or I do not wish to enter a plea of 'No Contest' at this time. I understand if I exit the system now I must appear in this case by either paying my fine in the OJD Court ePay system or following the instructions on my citation before the indicated date and time.

By checking the box, clicking the 'Pay In Full' button that appears below, and completing the payment process, you are asserting that you are the defendant in this case and that you would like to plead 'No Contest' to the offenses listed on your citation. When you pay in full, you are agreeing to waive your right to a trial and understand that a judgment for these offenses will be entered against you. Please review the OJD Courts ePay Terms and Conditions and FAQs; links can be found in the footer of this page.

Check here to indicate that you understand.

Once you select Pay in Full, you will be taken to the payment site. You must complete the payment process to make an appearance on your citation. If you are unable to complete the payment process, contact the court before the date and time listed on your citation.

### How do I pay?

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.

**Oregon Courts**  
Oregon Judicial Department

**Payment Amount**

OJD COURTS ePAY

Find your court case    Payment Amount    Billing Information    Payment Confirmation

If you choose to pay your case fines or fees online, you will be charged a \$1.50 processing fee. You will be able to review all charges prior to final payment submission.

By using OJD Courts ePay to make a payment on a violation case, you will be entering a plea of no contest, which means you cannot request a trial or ask that your fine be reduced. If you want to request a trial or ask the court to reduce your fine, do not use OJD Courts ePay and follow the instructions on the citation you received. See the [Terms and Conditions](#) for specific information.

Enter a payment amount and select Pay Now.

Enter a payment amount and select Pay Now.

Number	Description	Name	County	Balance
TYLER01	Offense Violation	Shelton Blaka	Josephine	45.00

Payment Amount

Minimum Payment Amount 45.00



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The *Billing Information* page opens.

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

Description	Amount
Fees for 15pk220274	90.00
Processing Fee 1.50	
<b>Total</b>	<b>91.50</b>

**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  \*

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](#)

[Back to Top](#)

**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 indicated on the citation. Click [here](#) for a link to contact information for the circuit court.

If you have any questions or problems, click [here](#) to return to the *OJD Courts ePay* webpage to locate which type of assistance is needed.

**Technical Assistance**

- Application-Related Issues +
- Business-Related Issues +
- Multnomah Business-Related Parking Citation Issues +