



# Oregon Judicial Department

## OJD Courts ePay

### Quick Reference Guide

#### Introduction

OJD Courts ePay allows you to make payments for most court cases, citations (violations), and payment plans.

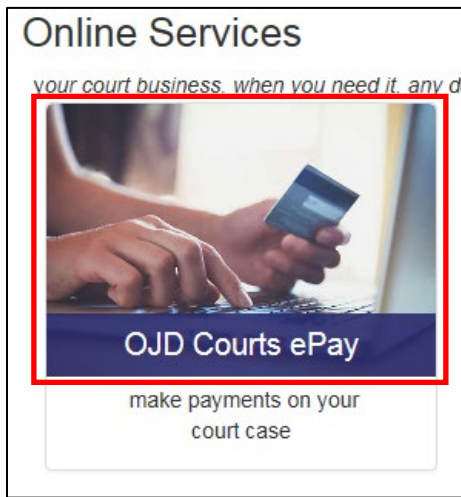
OJD Courts ePay service accepts MasterCard and Visa credit and debit cards only. Payments are processed and recorded on your case within 24 hours. A \$1.50 processing fee is assessed per transaction.

**It may take up to 10-15 days for a citation (except Multnomah parking eCitations which take 2 days) to be available for online payment.**

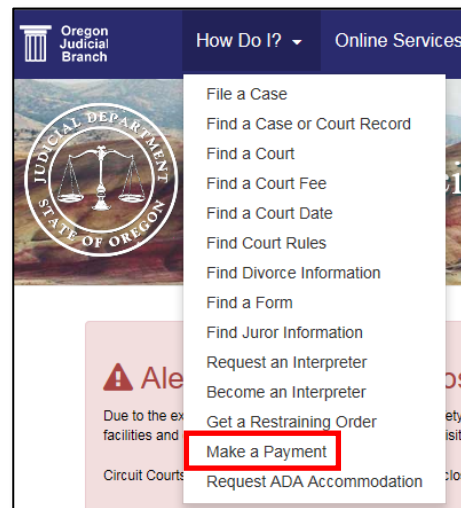
#### How do I access the OJD Courts ePay site?

The Oregon Courts website home page ([www.courts.oregon.gov](http://www.courts.oregon.gov)) contains a **direct link** on the main page to the ePay site 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](#)



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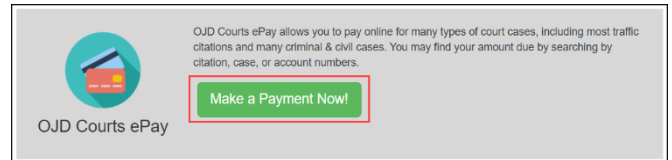
### Quick Reference Guide

## How do I start the ePay process?

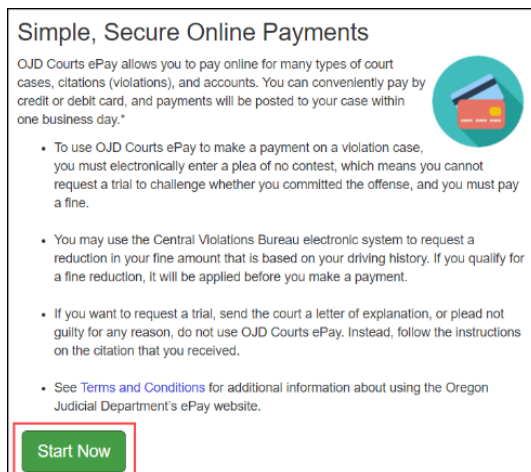
### Step 1: Navigate to the OJD Courts ePay site and click Start Now

- On the *OJD Make a Payment* webpage, click **Make A Payment Now** to begin the electronic payment process.

➤ This option requires a few extra steps.



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



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





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## How do I find my information?

### Step 3: Enter the case or citation information

Enter the case/citation information requested below to take any of the following actions on your case: (1) Pay the fine on your violation citation, (2) See if you are eligible for a fine reduction, or (3) Make a payment or pay the outstanding balance in your case.

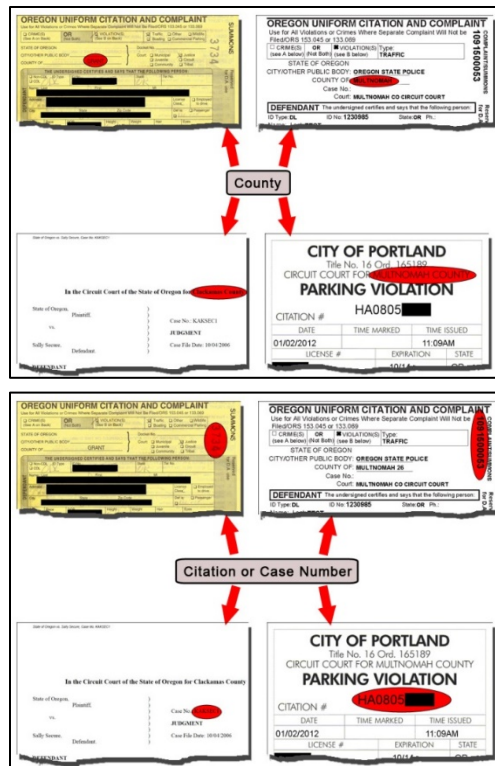
Case#  Citation#  Select a County:  Enter Number:

- 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.

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

- Click **Continue**.
- Please wait while you are directed to the payment site.

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 listed minimum payment amount. Contact the court for more information on the minimum payment amount.

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### 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 Blake		

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](#)

**Step 5:** Enter the required cardholder information.

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

**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 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 filed. 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 +