

Online Payments

ePay

Quick Reference Guide


Administrative Office of the Courts
 1001 Vandalay Drive
 Frankfort, KY 40601
 (502) 573-2350



Legend: Look for *Helpful Hints* Bold Text = Action Bracketed Text<> = button or link
 Click=Select w/ Mouse or Touch Pad Italicized Text = Object of Action Single Quotes = Description

Online payment options: You may pay your court fines and costs in full, or you may setup a payment plan. Credit/Debit/Prepaid cards are all accepted for online payments. Cash payments must be made at the Circuit Clerk’s office.

The balance of your fines and costs must be **paid in full** at least 2 days prior to the court date. If paid in full, no further action is required, and you do not need to appear on the scheduled court date. If you have not paid your fines and costs in full, you have not requested an extension, or your payment plan has expired, you must appear in court on your scheduled court date. **Failure to appear may result in a warrant for your arrest and/or driver’s license suspension.**

Step	Objective	Action				
1	Navigating to ePay	1. Navigate to https://courts.ky.gov/ , then select <Online Payments>.				
2	Finding your case	1. Select the <Start> button.  2. Search for your case by one of the following methods. <ol style="list-style-type: none"> Case Number: Select the desired County from the dropdown list, then enter your case number and click <Search>. Party/Business: Enter a party’s Last Name and Birth Date, <i>or</i> Last Name and First Name, <i>or</i> Drivers License Number, <i>or</i> Business Name and select the related County from the dropdown list. Citation: Enter Year as well as Control Number and Type. 3. Locate your case in the search results and click <ePay>. <div data-bbox="542 1287 1500 1459" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1"> <thead> <tr> <th>Actions</th> <th>Alerts</th> </tr> </thead> <tbody> <tr> <td> JONES, CHRIS (D) • JEFFERSON : 20-T-100061 COMMONWEALTH VS. JONES, CHRIS * Next ARRAIGNMENT is scheduled for 10/30/2020 at 09:00 AM in room HJ203 </td> <td> <input type="button" value="\$ ePay?"/> <input checked="" type="checkbox"/> AOCFastCheck <input type="button" value="Clerk Contact"/> <input type="button" value="e"/> </td> </tr> </tbody> </table> </div> 4. Confirm your amount due, then click either <Pay in Full> or <Partial Payment>. <div data-bbox="542 1518 1005 1608" style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; justify-content: space-around;"> <input type="button" value="Pay in Full"/> <input type="button" value="Partial Payment"/> </div>	Actions	Alerts	JONES, CHRIS (D) • JEFFERSON : 20-T-100061 COMMONWEALTH VS. JONES, CHRIS * Next ARRAIGNMENT is scheduled for 10/30/2020 at 09:00 AM in room HJ203	<input type="button" value="\$ ePay?"/> <input checked="" type="checkbox"/> AOCFastCheck <input type="button" value="Clerk Contact"/> <input type="button" value="e"/>
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3	Making a payment	1. If <i>Pay in Full</i> is selected, Enter Payment Information and complete the required fields. Click <Continue>, then click <Confirm>. <p><i>Helpful Hint:</i> Payment reminders and notifications will be sent via text and/or email.</p>				

For additional questions, please contact Support Services at (502) 573-2350 ext 50109.

2. If **Partial Payment** is selected, **Select** or **Enter** payment amount, and **check** the affirmation statements.

COMMONWEALTH VS. **[REDACTED]**
 JEFFERSON
 20-T-100061
Amount Due : \$170.00

Minimum Payment is \$25.00 plus a 3% credit card processing fee.

- Please allow up to 3 days for your balance to be updated.
- If you are paying in full, no further action is necessary and you will not be required to appear at your next court date if one is scheduled.
- After successfully making your first partial payment, your next court date will be scheduled 6 months after your payment date. That date will be provided in future notifications or if you contact your Circuit Clerk's Office.
- If the above amount does not appear to be correct, please contact your Circuit Clerk's Office.

\$25.00 Minimum amount
 \$170.00 Current balance
 \$Other amount

* I understand a court date will be scheduled for me to ensure proper payments are made and this court date will appear on payment reminders. The balance of the payment plan must be paid in full at least 2 business days prior to the court date. If paid in full, no further action is required. If I have not paid in full, I will appear in court. I understand that failure to appear may result in a warrant of arrest and/or license suspension.

* I affirm that I will allow the court to send me notifications/reminders regarding the details and status of this payment plan.

Make Payment

3. **Enter** and **Confirm** a valid phone number for text notifications, or an active email address, then **click** <Make Payment>.

COMMONWEALTH VS. **[REDACTED]**
 JEFFERSON
 20-T-100061
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* I affirm that I will allow the court to send me notifications/reminders regarding the details and status of this payment plan.

* Please provide either a Text number capable of receiving text messages, or a valid email address.

Text Number:

Confirm Text Number:

Email:

Confirm Email:

Make Payment

4. **Enter** Billing Address, Payment Information, and complete the required fields, then **click** <Continue>.

Agency Amount: \$25.00
 LexisNexis Service Fee: \$0.75
 Total Amount: \$25.75

* Indicates a required field

Billing Address

Address Type:
 Domestic (US and Puerto Rico)
 Military (APO/FPO)
 International (including Canada, Mexico)

Billing First Name: *

Billing Last Name: *

Billing Zip Code: *

Billing Address Line1: *

Billing Address Line2:

Billing City: *

Billing State: *

Email Address: *

Confirm E-mail: *

Phone: * (999-999-9999)

Payment Information

Payment Type:
 Credit Card
 Personal Check
 Business Check

Card Number: *

Expiration Date: *

Security Code: *

We've provided this sample credit card to assist you in finding the security code.

MasterCard, Visa, Discover

Remember payment information.

Captcha:

Enter Captcha: *

Continue

5. **Check** authorization box and **Click** <Complete Payment>.

For additional questions, please contact Support Services at (502) 573-2350 ext 50109.