

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 played **in full** at least two days prior to the court date.

Step	Objective	Action
1	Navigating to ePay	1. Navigate to kycourts.gov , then click <Pay Fine/Fee>.
2	Finding your case	<p>1. Search for your case by one of the following methods.</p> <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. <p>2. Locate your case in the search results and click <ePay>.</p> <div data-bbox="540 997 1502 1165" data-label="Image"> </div> <p>3. Confirm your amount due, then click either <Pay in Full> or <Partial Payment>.</p> <div data-bbox="540 1228 1003 1318" data-label="Image"> </div>
3	Making a payment	<p>1. If <i>Pay in Full</i> is selected, Enter Payment Information and complete the required fields. Click <Continue>, then click <Confirm>.</p> <p>2. If <i>Partial Payment</i> is selected, Select or Enter payment amount, and check the affirmation statements.</p> <div data-bbox="540 1501 1502 1869" data-label="Image"> </div>

Helpful Hint:
 Payment reminders and notifications will be sent via text and/or email.

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

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

COMMONWEALTH VS. **[REDACTED]** Minimum Payment is \$25.00 plus a 3% credit card processing fee.

JEFFERSON
20-T-100061

Amount Due : \$170.00

\$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.

* 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

 3-digit security code

Remember payment information.

Captcha: 
 Enter Captcha: *

Continue

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

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