Online Payments

ePay

Legend:

Quick Reference Guide

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



Quick Reference Guide

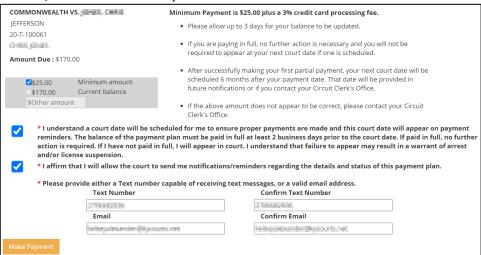
Look for *Helpful Hints*Click=Select w/ Mouse or Touch Pad

Bold Text = Action Italicized Text = Object of Action Bracketed Text<> = button or link Single Quotes = Description

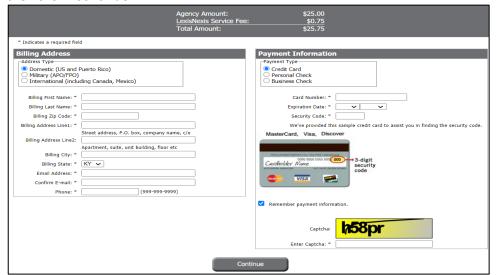
Online payment options: You may pay your court fines and costs in full, or you may setup a payment plan. Credit/Debit/Prepaid cards are all accepted for online payments. Cash payments must be made at the Circuit Clerk's office. The balance of your fines and costs must be played in full at least two days prior to the court date.

tep	Objective	Action	
1	Navigating to ePay	1.	Navigate to kycourts.gov, then click <pay fee="" fine="">.</pay>
2	Finding your case	1.	Search for your case by one of the following methods.
			 a. Case Number: Select the desired County from the dropdown list, then enter your case number and click <search>.</search>
			b. Party/Business: Enter a party's Last Name and Birth Date, or Last Name and First Name, or Drivers License Number, or Business Name and select the related County from the dropdown list.
			c. Citation: Enter Year as well as Control Number and Type.
		2.	Locate your case in the search results and click <epay>.</epay>
			Actions Alerts SePay? ACCFastCheck COMMONWEALTH VS. 0
			ment ARRAIGNMENT is scheduled for 10/30/2020 at 09:00 AM in room HJ203
		3.	09:00 AM in room HJ203
3	Making a payment	1.	Confirm your amount due, then click either <pay full="" in=""> or <partial payment="">. Pay in Full Partial Payment</partial></pay>
3	Making a payment Helpful Hint: Payment reminders and notifications will		Confirm your amount due, then click either <pay full="" in=""> or <partial payment="">. Pay in Full is selected, Enter Payment Information and complete the required</partial></pay>
3	Helpful Hint: Payment reminders and notifications will be sent via text	1.	Confirm your amount due, then click either <pay full="" in=""> or <partial payment="">. Pay in Full Partial Payment If Pay in Full is selected, Enter Payment Information and complete the required fields. Click <continue>, then click <confirm>. If Partial Payment is selected, Select or Enter payment amount, and check the affirmation statements. COMMONWEALTH VS. [Select or Enter payment is \$25.00 plus a 3% credit card processing fee.]</confirm></continue></partial></pay>
3	Helpful Hint: Payment reminders and notifications will	1.	Confirm your amount due, then click either <pay full="" in=""> or <partial payment="">. Pay in Full is selected, Enter Payment Information and complete the required fields. Click <continue>, then click <confirm>. If Partial Payment is selected, Select or Enter payment amount, and check the affirmation statements. Commonwealth Vs. Minimum Payment is \$25.00 plus a 3% credit card processing fee. JEFFERSON</confirm></continue></partial></pay>
3	Helpful Hint: Payment reminders and notifications will be sent via text	1.	Confirm your amount due, then click either <pay full="" in=""> or <partial payment="">. Pay in Full is selected, Enter Payment Information and complete the required fields. Click <continue>, then click <confirm>. If Partial Payment is selected, Select or Enter payment amount, and check the affirmation statements. COMMONWEALTH VS. Minimum Payment is \$25.00 plus a 3% credit card processing fee. Please allow up to 3 days for your balance to be updated. Please allow up to 3 days for your balance to be updated. Please allow up to 3 days for your balance to be updated. Please allow up to 3 days for your balance to be updated. Please allow up to 3 days for your balance to be updated. Please allow up to 3 days for your balance to be updated.</confirm></continue></partial></pay>

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



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



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