



Oregon Judicial Department

OJD Courts ePay

Quick Reference Guide v. 2.0

Introduction

OJD Courts ePay is an electronic payment program. It allows you to make payments for most court citations (violations) and accounts. **Notice: It may take as much as 10-15 days for a citation (except Multnomah parking eCitations which take 2 days) 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 \$3.50 processing fee is assessed per transaction except for Multnomah County Parking citations, which are processed at \$1.50 per transaction.

How do I access the OJD Courts ePay site?

- Each participating court web site contains a link to the OJD Courts ePay Web site. All counties are scheduled to be participating by summer, 2012.
- The Oregon Courts web site home page contains several links to the ePay site including a banner link, a 'How to make a payment' link, and a link within the Popular Links section.
- Click any of the links to the *OJD Courts ePay* web site.
- The *Quick Links* section of the *OJD Courts ePay* home page contains links to information such as Frequently Asked Questions, Terms and Conditions, and Other Ways to Make a Payment.
- The *Online Courts* section of the *OJD Courts ePay* home page lists the counties where the electronic payment program is currently available.



How do I start the ePay process?

Step 1: Click **Start Now** on the *OJD Courts ePay* home page to begin the electronic payment process.

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





Oregon Judicial Department

OJD Courts ePay

Quick Reference Guide v. 2.0

How do I find my information?

Step 2: Enter the required information

- Select the county where the citation occurred by clicking the **Select County** drop-down arrow.
- Select the type of search depending on the document you have (Citation, Case, or Account) by clicking the **Select Search Type** drop-down arrow.

Find Your Citation or Court Case

To find your case, please enter information in the fields below.

Select County: Deschutes

Select Search Type: Account

Enter Number: []

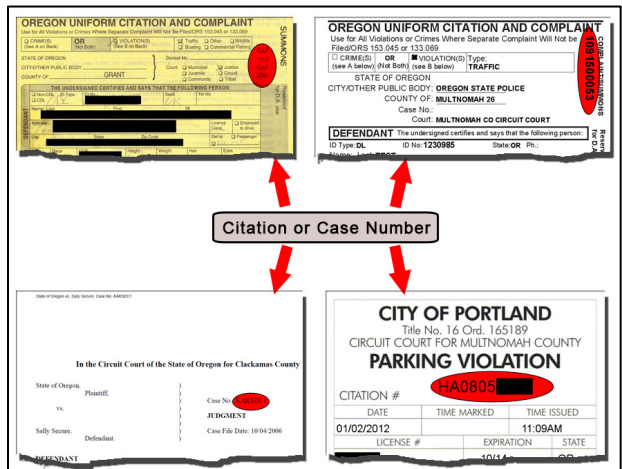
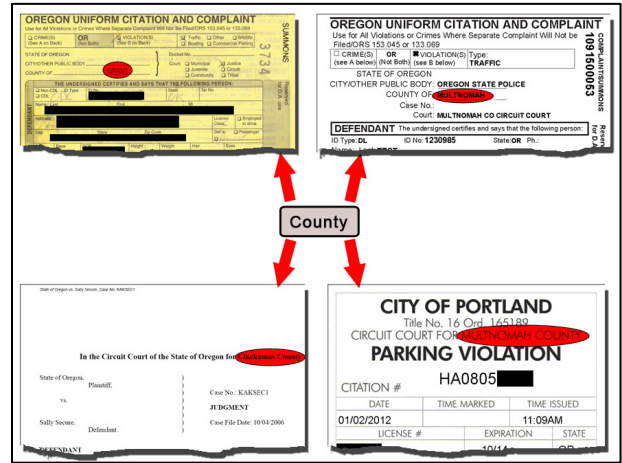
Search

Note: For Multnomah County Parking or City of Portland Parking Violations, select **Citation**.

- Enter the number of the citation, case, or account in the **Enter Number** text box.

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

- Click **Search**.



The *Payment Amount* page opens with the payment amount due.

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 an additional \$3.50 processing fee. You will be able to review all charges prior to final payment submission.

Enter a payment amount and select Pay Now.

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

Payment Amount: 45.00
Minimum Payment Amount: 45.00

Start Over | Pay Now



Oregon Judicial Department

OJD Courts ePay

Quick Reference Guide v. 2.0

How do I pay?

Step 3: 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.

The *Billing Information* page opens.

Description	Amount
Fees for 123456	45.00
Processing Fee	3.50
Total	48.50

Cardholder Information
Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type: [Dropdown]
Card #: [Text Box]
Exp. Date: [Month] [Year]
CVV Code: [Text Box] [CVV Help](#)
Name on Card: Shelton Blake
Address Type: US Foreign
Address Line 1: [Text Box] Street address, P.O. box, company name, etc.
Address Line 2: [Text Box] Apartment, suite, unit, building, floor, etc.
City: [Text Box]
State: [Dropdown] *
ZIP Code: [Text Box] *

Foreign Address Type

Address Type: US Foreign
Address Line 1: [Text Box] * Street address, P.O. box, company name, etc.
Address Line 2: [Text Box] Apartment, suite, unit, building, floor, etc.
City: [Text Box] *
State/Province: [Text Box] *
Postal Code: [Text Box] *

[Continue](#)

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

Step 4: 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 #** text box.
- Select the expiration month and year using the **Exp. Date** drop-down arrows and selecting from 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** text 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** text box.
- Enter the city of the address in the **City** text box.
- Select the state from the **State** list (or enter a State/Province for Foreign address option).
- Enter your zip code in the **ZIP Code** (Postal Code for Foreign address option) text box.
- Click **Continue**.

The *Verify Billing Information* page opens.



Oregon Judicial Department

OJD Courts ePay

Quick Reference Guide v. 2.0

How do I get a receipt?

Step 5: Verify that the billing information is correct, and then click **Continue**.

Note: If there is incorrect information, click **Back**, and correct any errors. *Repeat Step 4.*

Verify Billing Information

OJD COURTS ePAY

Fees	Description	Amount
	Fees for TYLER01	45.00
	Processing Fee	3.50
	Total	48.50

Billing Detail

Card Type: MASTERCARD
 Card #: *****5454
 Exp Date: 10/12
 CVV Code: ***
 Name on Card: Shelton Blake
 Address Line 1: 12345 Deer Lake Road
 Address Line 2:
 City: Detroit Lake
 State: OR
 ZIP Code: 97568

Terms and Conditions
 This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

[Back](#) [Continue](#)

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**.

Oregon Courts
Oregon Judicial Department

OJD Courts ePay Confirmation

Thank you! Your payment is being processed. Please print a copy of this receipt for your records. An email notification will NOT be sent.

Date: 10/25/2011 12:05 PM (PDT) Invoice Number: 309 Transaction ID: 000000001

Number	Type	Party Name	County	Balance
TYLER01	Offense Violation	Shelton Blake	Josephine	\$45.00
			Processing Fee	\$3.50
			Total	\$48.50

[Print](#)

[Return to Oregon Courts](#)



Oregon Judicial Department

OJD Courts ePay

Quick Reference Guide v. 2.0

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 court in the county where your case or citation is held.

If you have any questions or problems, please use the following link to connect to the tech support page for further assistance: <http://courts.oregon.gov/OJD/OnlineServices/ePay/contacts.page>