

PAePay® Bail Online Payments



➤ What is PAePay Bail?

PAePay Bail provides the option to submit electronic bail payments on applicable Pennsylvania Court cases. Payments can only be processed online for Pennsylvania counties that have elected to participate in the PAePay Bail Online Payments program. A full list of participating counties is available on the website. Bail payments are accepted using MasterCard, Visa, American Express, Discover, and ATM/Debit cards:



**All payments carry an additional 2.75% convenience fee.*

➤ Before you make a payment



Internet Browser:

Feel free to use the browser of your choice, but Google Chrome offers the best experience.



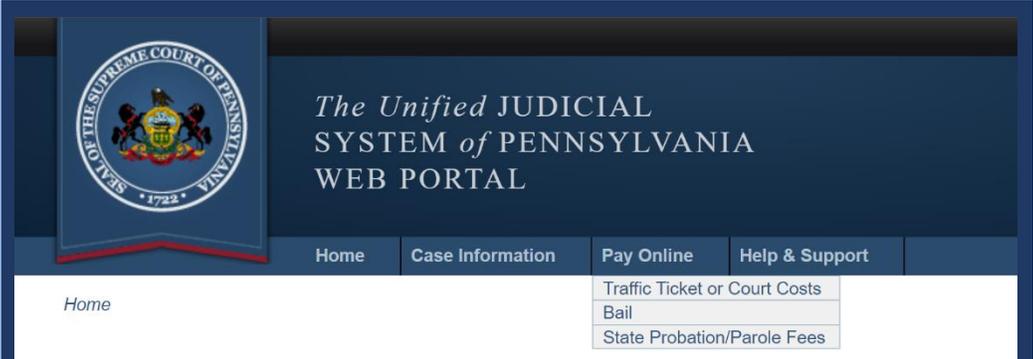
No Account Needed:

You do not need to create a UJS Web Portal account to make a bail payment.

Submission of an electronic payment does not guarantee the release of a person from custody. The person that assumes the responsibility of paying bail on a case and completes the bail-related documents is called the **surety**. After making an online payment, the defendant's surety must contact the court or prison where the defendant is incarcerated to complete the bail-related documents before the defendant can be released. If you are making a bail payment, but are not acting as the defendant's surety, you are considered a **payor**. A payor must contact the court or prison to advise them that payment was made so the defendant can be released if all conditions of bail have been satisfied. Under the rules of criminal procedure, only a surety has the right to claim the return of their money.

➤ Finding the PAePay Bail screen

Hover your mouse pointer over the Pay Online menu and click Bail.



How to Make a PAePay® Bail Payment



1. Start a search
On the Pay Bail Online – Search screen, click on the **Search By** dropdown and select 'Participant Name'.

Tip You will need to know the first and last name of the person in custody. The correct spelling is very important.

3. Enter the defendant's name
Click in the **Last Name** field and enter the defendant's last name only.

AND

Click in the **First Name** field and enter the defendant's first name only.

5. Click SEARCH

WEB PORTAL

Home Case Information P

Home > Pay Bail Online - Search

Our menu naviga

PAePay® Bail Online - Search

Learn more a

Welcome to the Administrative Office of Pennsylvania Court's (AOPC) PAePay® District Court and Common Pleas Court cases. This site has been approve

Payments may be made using a Visa, MasterCard, Discover, American Exp payments is \$20,000 per transaction. A non-refundable service fee of 2.75% available in all counties or for all docket types. Please click [here](#) for details

This website provides an alternative means of paying bail. Unpaid bail bala defendant's surety, you must contact the court or prison in which the perso payment. The AOPC makes no guarantees regarding the timeliness of an c

* Search By: Participant Name

* Court Type: Magisterial District Court

County: Allegheny

Case Type:

* Last Name: Sondra

* First Name: Lee

Date Of Birth: 05/08/1976

Prison Facility:

Prisoner Number:

Filed Start Date: mm/dd/yyyy

Filed End Date: mm/dd/yyyy

Search Clear

2. Select a Court Type
Click on the **Court Type** dropdown and select the court where the defendant's case is filed.

Tip If you don't know what to select, choose 'Magisterial District Court'. In most instances outside of Philadelphia County, this is the correct selection.

4. Enter additional search information
Of the remaining options available, enter information in at least one other field.

Tip If you know the defendant's birth date, using the **Date of Birth** field is the best option. Otherwise, use the **County** field to select the Pennsylvania County where the defendant's case is filed.

How to Make a PAePay® Bail Payment



6. Review search results

From the case or cases returned in the results, use the information provided to identify the defendant's case.

Tip If your search finds no results, try changing your search. If you were unsure which court type to select in Step 2, and originally selected 'Magisterial District Court', try changing it to 'Court of Common Pleas' and repeat Steps 3-5.

7. Select a case

Select the radio button appearing to the left of the appropriate case to identify it for payment.

Tip You cannot select multiple cases at once. Only one bail payment can be accepted per transaction.

* Search By: Participant Name Search By

* Court Type: Magisterial District Court Search By

County: Allegheny (One or more of these fields is required)

Case Type: (One or more of these fields is required)

* Last Name: Sondra

* First Name: Lee

Date Of Birth: 05/08/1976 (One or more of these fields is required)

Prison Facility: (One or more of these fields is required)

Prisoner Number: (One or more of these fields is required)

Filed Start Date: mm/dd/yyyy (One or more of these fields is required)

Filed End Date: mm/dd/yyyy (One or more of these fields is required)

Docket Number	Short Caption	Filing Date	County	Cash Bail Amount	OTN	Date Of Birth	
<input checked="" type="radio"/> MJ-05202-CR-0000123-2022	Comm. v. Sondra, Lee	03/14/2024	Allegheny	\$2,000.00	R8755972	07/28/1989	

8. Click ADD TO CART

How to Make a PAePay® Bail Payment



9. Enter payment amount

In the Shopping Cart, click in the **Amount to Pay** field and enter the bail amount that you want to pay on the defendant's case.

Tip The **Cash Bail Amount** column displays how much is owed. A partial bail payment can be made, but full payment must be provided before the defendant can be released from custody.

10. Read and accept the PAePay Bail conditions

This checkbox must be selected before you can complete Step 11.

Tip Read the conditions carefully. You may have additional steps to complete after making a payment.

PAePay® Bail Help

Shopping Cart

Your payment session expires in 29:14.

Participant Name	Case List	Bail Amount	Bail Percentage	Cash Bail Amount	Item Type	Amount to Pay	
Sondra, Lee	MJ-05202-CR-0000123-2022 Comm. v. Sondra, Lee	\$2,000.00		\$2,000.00	Bail	<input type="text" value="\$2,000.00"/>	
						Subtotal:	
						\$2,000.00	

Submission of an electronic bail payment does not guarantee the release of a person from custody.

The maximum amount that can be charged to a credit card for electronic bail payments is \$20,000 per transaction.

If you are acting as the defendant's surety, you will need to contact the court where the defendant is being arraigned or the prison where the defendant is incarcerated in order to complete the bail-related documents before the defendant can be released. If you are not acting as the defendant's surety, you will need to contact the court or prison to advise them that payment was made so the defendant can be released if all conditions of bail have been satisfied.

If you are depositing the cash percentage of the bail on someone else's case and you choose not to act as a surety, you may deposit the money for the defendant to post. However, you relinquish any right to make a claim for the return of the money under the Pennsylvania Rules of Criminal Procedure. The defendant will be deemed the depositor of the money, and any return of the money will be made to the defendant, not you. Moreover, Rule 535(E) of the Rules of Criminal Procedure permits a court under certain circumstances to keep any bail money on which the defendant is deemed the depositor to be used to satisfy any court imposed assessments that the defendant owes on the case. Any questions regarding a refund of your bail payment should be directed to the court. Contact information is provided below for your convenience.

In the event of a credit card chargeback, bail will be revoked, and a warrant will be issued for the defendant's arrest.

* I have read and agreed to the conditions:

11. Click CHECKOUT

Tip Some counties charge a fee for bail payments and this will be added to your total.

Tip There is a maximum payment limit of \$20,000 on any single transaction.

How to Make a PAePay® Bail Payment



12. Enter your personal information

Tip Enter the name of the person as it appears on the payment card.

Tip Enter the billing address associated to the payment card and exactly as it appears on your credit/debit card statements (ex. spell out or abbreviate words like 'road' and 'street' as displayed on the statement).

Reference Number	Description	Current Balance	Amount to Pay
MJ-05202-CR-0000123-2022 Comm. v. Sondra, Lee	Sondra, Lee	\$2,000.00	\$2,000.00
	Subtotal		\$2,000.00
	Service Fee (2.75%)		\$55.00
	Grand Total		\$2,055.00

Please enter payer name and billing information based on the card being used for payment.

* First Name: Lee
* Last Name: Sondra

The address information provided should reflect the billing address of the credit or debit card you intend to use

* Address Location: United States
* Address Line 1: 123 Main Street
Address Line 2:
* City: Anytown
* State: Pennsylvania
* Zip Code: 17000
* Phone Number: (484) 23-4567
* Email Address: lsondra123@hotmail.com

Continue Cancel

Tip The phone number will only be used if there is a problem with your payment.

Tip Once payment is complete, a confirmation e-mail will be sent to the e-mail address provided.

13. Click CONTINUE

14. Enter your credit card number

Enter the 16-digit number appearing on the front of the card. Do not enter any spaces between the numbers.

Tip Visa, MasterCard, Discover, and American Express cards are accepted.

16. Enter the card's expiration date

Enter the two-digit month and year the credit card expires.

18. Agree to the terms and conditions

AOPC
ADMINISTRATIVE OFFICE OF PENNSYLVANIA COURTS

Personal Details
Email lsondra123@hotmail.com Edit

Payment Method: Card Account
..... Visa 12/26
Lee Sondra

Billing Address
123 Main Street,
Anytown, PA 17000

I agree to the Terms and Conditions

PAY \$2,055.00

15. Enter the card's CVV code

For Visa, MasterCard, and Discover, this is the three-digit number on the back of the card. For American Express, this is the four-digit number on the front of the card.

17. Verify the name appearing on the card

19. Click PAY