

# PAePay® Traffic Ticket or Court Costs (TTCC)



## ➤ What is PAePay Traffic Ticket or Court Costs?

PAePay provides the option to submit electronic payments for outstanding fines, costs, and restitution on Common Pleas and Magisterial District Court cases. TTCC 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 an TTCC payment.

## ➤ Case payment eligibility

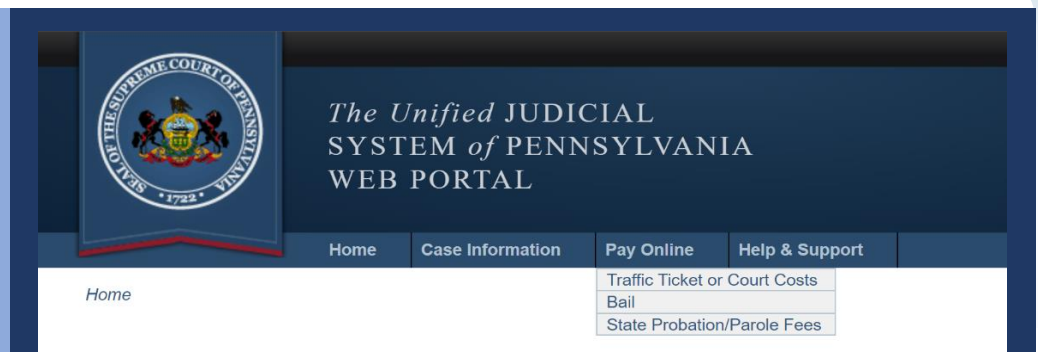
The following cases are not eligible for online payment and cannot be found in any search. In these instances, all payments must be made by mail or in-person at the court office:



- Cases that are sealed, qualified for limited access or clean slate, or have otherwise been secured by the court.
- Criminal, Summary, or Summary Appeal cases where the defendant is a minor.
- Juvenile cases where the responsible court has decided not to accept online payment. You must call the court to verify this information.
- All cases that are pending expungement.

## ➤ Finding the PAePay TTCC screen

Hover your mouse pointer over the Pay Online menu and click Traffic Ticket or Court Costs.



# How to Make a PAePay® Fines, Costs, & Restitution Payment



## 1. Start a Search

On the PAePay Traffic Ticket or Court Costs - Search screen, click on the **Search By** dropdown and select 'Person'.

**Tip** You will need to know the first and last name of the person who owes the fines, costs, and/or restitution. The correct spelling is very important.

## 3. Select a Court Type

Click on the **Court Type** dropdown and select the court where the person's case is filed.

**Tip** If you don't know what to select, this information is typically found on your citation or any case-related paperwork sent by the court.

**Tip** If your citation applies to the Philadelphia Municipal Court – Traffic Division, select 'Magisterial District Court'.

## 5. Click SEARCH

WEB PORTAL

Home Case Information Pay Online Help

Home > Traffic Ticket or Court Costs - Search

Our menu navigation has changed. Click here to learn more.

### PAePay® Traffic Ticket or Court Costs - Search

Learn more about the recent changes to the PAePay website.

Welcome to the Administrative Office of the Pennsylvania Courts' (AOPC) eCommerce Website. This website is a service provided by the AOPC for the purpose of collecting fines, costs, and restitution to the Commonwealth of Pennsylvania's Common Pleas and Magisterial District courts and is maintained by the AOPC.

\* Search By: Person

\* Last Name: Davis

\* First Name: Michael

Zip Code: (One or more of these fields is required)

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

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

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

\* Court Type: Magisterial District Court

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

Court Office:

Case Type:

Search Clear

## 2. Enter the name of the person who owes the fines, costs, and/or restitution

Click in the **Last Name** field and enter the person's last name only.

AND

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

## 4. Enter additional search information

Of the remaining options available, enter information in at least one other field.

**Tip** If you know the Pennsylvania County where the person's case is filed, the **County** field is the best option.

**Tip** Less is more. Try using only one additional field at first. This will provide a wider range of results. Only add additional search information to narrow large result sets.

# How to Make a PAePay® Fines, Costs, & Restitution Payment



## 6. Review search results

From the case or cases returned in the results, use the information provided to identify the correct case(s).

**Tip** If your search finds no results, try changing your search. If you were unsure which court type to select in Step 3, try changing it and repeat Steps 4-5.

## 7. Choose a case(s) to pay on

Select the checkbox appearing to the left of a case to identify it for payment. You can select multiple cases from your results.

**Tip** If you are attempting to pay on a payment plan that contains multiple cases, you only need to select one of those cases to add the whole plan to your cart.

**Tip** If you want to pay on an additional case that does not appear in your search results, you can add it later during Step 10.

The screenshot displays a search interface with the following fields and values:

- Search By: Person
- Last Name: Davis
- First Name: Michael
- Zip Code: (empty)
- Date Of Birth: mm/dd/yyyy
- Offense Start Date: mm/dd/yyyy
- Offense End Date: mm/dd/yyyy
- Court Type: Magisterial District Court
- County: Northampton
- Court Office: (empty)
- Case Type: (empty)

Buttons: Search, Clear

	Docket Number	Short Caption	Filing Date	County	Calculated Case Balance	OTN	Date of Birth	
<input checked="" type="checkbox"/>	MJ-03302-TR-001543-2024	Comm. v. Davis, Michael	03/05/2024 04:36 PM	Northampton	\$205.00		12/03/1990	

Button: Add to Cart

## 8. Click ADD TO CART

# How to Make a PAePay® Fines, Costs, & Restitution Payment



## 9. Enter a payment amount

In the Shopping Cart, enter the amount you want to pay in the **Amount to Pay** field.

**Tip** If you have a payment plan, this field defaults to the amount owed as of today. You can pay that amount or any other amount you choose.

**Tip** There is a maximum payment limit of \$2,500 on any single credit card transaction. There is no limit on the number of payments you can make.

## 10. (Optional) Add another case

If you want to add other case(s) to your shopping cart, click the **ADD ANOTHER** button and repeat Steps 1-9.

WEB PORTAL

Home Case Information Pay Online Help & Support

Home > Traffic Ticket or Court Costs - Search > Traffic Ticket or Court Costs - Shopping Cart

Our menu navigation has changed. [Click here to learn more.](#)

### PAePay® Traffic Ticket or Court Costs Online

Learn more about the recent changes to this screen.

Shopping Cart

Your payment session expires in 29:24

Docket/Payment Plan Number	Description	Current Balance	Amount to Pay	
MJ-03302-TR-001543-2024	Comm. v. Davis, Michael	\$205.00	<input type="text" value="\$205.00"/>	
			<b>Subtotal: \$205.00</b>	

## 11. Click CHECKOUT

# How to Make a PAePay® Fines, Costs, & Restitution Payment



## 12. Enter your personal information

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

**Tip** Enter the billing address 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-03302-TR-001543-2024	Comm. v. Davis, Michael	\$205.00	\$205.00
	Subtotal		\$205.00
	Service Fee (2.75%)		\$5.64
	Grand Total		\$210.64

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

\* First Name: Michael  
\* Last Name: Davis

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

\* Address Location: United States  
\* Address Line 1: 5095 Ritter Road  
Address Line 2:  
\* City: Easton  
\* State: Pennsylvania  
\* Zip Code: 18040  
\* Phone Number: (484) 555-5555  
\* Email Address: mdavis555@gmail.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.

AOPC ADMINISTRATIVE OFFICE OF PENNSYLVANIA COURTS

Personal Details  
Email mdavis555@gmail.com Edit

Payment Method: Card Account  
..... 12/24  
Michael Davis

Billing Address  
5095 Ritter Road,  
Easton, PA 18040

I agree to the Terms and Conditions

PAY \$210.64

## 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.

## 16. Enter the card's expiration date

Enter the month and year the credit card expires.

## 17. Verify the name appearing on the card

## 18. Agree to the terms and conditions

## 19. Click PAY