

Online Payments

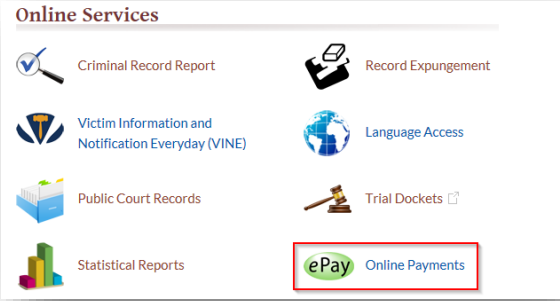
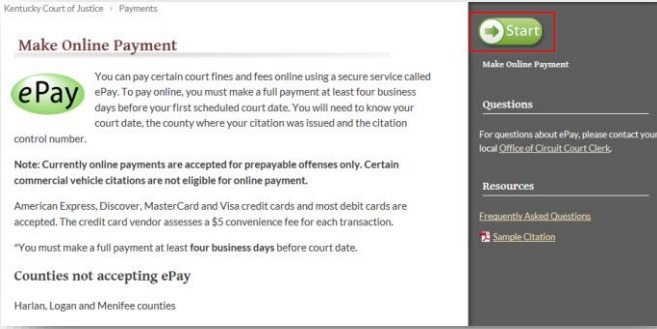
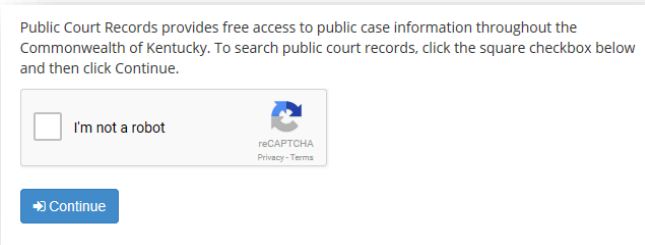
ePay

Quick Reference Guide

Administrative Office of the Courts
 1001 Vandelay Drive
 Frankfort, KY 40601
 (502) 782-8699



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

Step	Objective	Action
1	Navigating to ePay	<p>1. Navigate to https://courts.ky.gov/ and select <ePay Online Payments>.</p> 
2	Make Online Payment	<p>1. Select the <Start> button.</p> <p><i>Helpful Hint:</i> <i>Harlan and Menifee counties do not accept ePayments at this time.</i></p> 
3	Public Access	<p>1. Select the <Check Box> and select <Continue>.</p>  <p>2. You will need to complete the required task (like picking all of the squares with street signs) and select <Verify>, and then click <Continue>.</p>

For additional questions, please contact the Service Desk at (502) 573-2350 ext 59999.

4 Search for Case

Helpful Hint:

The ePay option will not be available if the speeding offense took place in a work zone/restricted zone or you are attempting to make a payment within four days of your scheduled court appearance.

Example: If your court date is on Monday you must have it paid by midnight the Tuesday prior.

If the ePay option is not appearing and you believe that it should be, please contact the Circuit Clerk's Office in the county where the case was initiated. Clerk Contact button will appear under Actions header.

1. Search by your case number, name, or by citation.

The screenshot shows a search interface with a dark blue header 'Search by Case' and a yellow sub-header 'Search by Party/Business'. Below are several filter sections: 'Party Category' with a dropdown set to 'PRIMARY', 'Case Category' with a dropdown set to 'ALL', 'Party Type' with a text input field, 'County' with a dropdown set to 'STATEWIDE', and two tabs 'Last Name' and 'Business'. Below these are two 'Starts With' dropdowns for 'Last Name' and 'First Name'. At the bottom, there are input fields for 'Birth Date' (with a +/- 2yrs checkbox), 'Drivers License #', a blue 'Search' button, and a 'Clear Fields' button.

2. Locate your case in the search results and select <ePay>.

The screenshot shows 'Search Results (1)' with a yellow header. Below the header, there are 'Active Cases | Inactive Cases' and 'Alerts' sections. The main content area shows a case entry for 'NELSON : 18-T-00004' with details like 'COMMONWEALTH VS. ...' and 'Next ARRAIGNMENT is scheduled for 01/15/2018 at 09:00 AM in room D'. Under the 'Actions' header, there are buttons for '\$ ePay', 'AOCFastCheck', 'Clerk Contact', and a help icon. The '\$ ePay' button is highlighted with a red box.

5 Enter Payment Information

1. Click <Enter Payment Information> and complete the required fields. Click <Continue> to Enter Payment Information.

The screenshot shows a payment summary for 'COMMONWEALTH VS. DOE, JOHN FRANKLIN' with case number '17-T-00373'. It lists 'Court Cost: \$143.00' and 'Fine Total: \$19.00', resulting in an 'Amount Due: \$162.00'. At the bottom, there are four buttons: 'Enter Payment Information' (highlighted with a red box), 'Terms of Use', 'FAQ', and 'Close'.