

IMPORTANT: The Clerk of Courts Office CANNOT accept payments for any Magisterial District Court costs and fines. Payments must be made at the District Court where the lower court case was adjudicated.

Amounts owed by defendants: <https://yorkcountypa.gov/images/pdf/YCCOC/AccountsReceivable.pdf>

To make a payment on a case, you are required to provide your docket number.

Example: CP-67-CR-1234567-2020

To locate a docket number: <https://ujportal.pacourts.us/DocketSheets/CP.aspx>



To make a payment, click here *

OUR OFFICE ACCEPTS CASH, CHECKS, MONEY ORDERS AND BANK OR CREDIT CARDS

*****Please print your first and last name and date of birth on checks and money orders*****

*****24 hour drop box available in the Costs & Fines Lobby*****

Make checks payable to: Clerk of Courts

Mail to: York County Clerk of Courts Costs & Fines – 45 N. George St. York PA 17401

Online Payment Instructions – www.ujportal.pacourts.us

1. PAePay (orange block)(YOU WILL NEED TO SCROLL DOWN TO FIND THIS BOX)



2. PAePay link under Fines, Cost & Restitution

Fines, Cost, and Restitution

PAePay

The PAePay option allows the public to securely pay fines, costs, costs and restitution is \$1,000 per transaction.

3. Search by preferred method below

I want to make a payment on my court case and I have the...

[Citation Number for the court case](#)

[Payment Plan Number for the court case](#)

[Docket Number for the court case](#)

[Name of the person](#)

[Name of the organization/company](#)

4. Court Type: Court of Common Pleas
5. Enter required information and click Search
6. Check box beside the docket number

Docket Number	Short Caption	Filing Date	County	Calculated Case Balance	OTN	Date of Birth
<input type="checkbox"/>  CP-67-CR-000-██████████	Comm. v. ██████████	12/15/2014 2:48:00 PM	York	\$1,845.24	██████████	██████████

7. Add to cart
8. Enter amount to be paid – each transaction cannot exceed \$1,000.00 (\$2.75 fee per transaction)
9. If you receive the message below click Checkout with Underpayment

Docket/Payment Plan Number	Description	Current Balance	Amount to Pay
67-2015-P00000-██████████	Payment Plan ██████████ Next payment amount due: \$0.00 Next payment due date: 4/4/2019 Overdue amount: \$1,845.24 CP-67-CR-000-██████████	\$1,845.24	\$ <input type="text" value="20.00"/> <input type="button" value="Remove"/> Amount entered is less than the total amount due
Subtotal:		\$20.00	

10. Enter information as required for payment. Confirmation will be sent by email

Payments made through yorkcountypa.gov/pay or the Paygov Mobile App will be assessed a 3% fee.

\$0-\$33.00 ~ \$1.00 FEE

\$33.00 and up ~ 3% FEE



Paygov Mobile App Instructions

To start:

- Go to the App Store on your smart phone
- Search: Paygov Mobile (The App will be labeled: PayGOV Mobile Business) (PayGOV.us).
- Download App to your phone

Once the app is downloaded to your phone:

- Click on **Register** to create your account and fill in the information as required
- **Please use PLC Code #2996 – this is the code for the Clerk of Courts office**
- Once you log in, you will be able to register your card information and set reminders

Making payments on Paygov:

- **Use PLC code #2996**
- **Enter Case Number (CP-67-CR-00001234-2020 – Docket Number), Defendant Name and Daytime Phone ONLY in the Customer Account Section. Complete ALL Payment Information entries (ALL RED HIGHLIGHTED BOXES)**
- **Click Accept then Make a Payment**

The image shows a screenshot of the Paygov payment interface. It is divided into two main sections: 'CUSTOMER ACCOUNT INFORMATION' and 'PAYMENT INFORMATION'. In the 'CUSTOMER ACCOUNT INFORMATION' section, the fields for 'Case Number', 'Defendant Name (Last, First, MI)', and 'Daytime Phone Number' are highlighted in red. Three black arrows point to these three fields from the right. In the 'PAYMENT INFORMATION' section, the 'Payment Type' dropdown is set to 'Credit Card'. The 'Cardholder Phone' and 'Email' fields are highlighted in red. The 'Payment Amount' field shows a 'Fee Amount: \$0.00' and a 'Total Amount: \$0.00'. The 'First Name' and 'Last Name' fields are also highlighted in red. The 'Billing Address (REQUIRED)' section includes 'City', 'State' (with a dropdown menu), and 'Zip/Postal Code' fields, all of which are highlighted in red. Below the address fields, there is a 'Card Number' field with a warning icon and the text 'Credit Card Number is a required field', and an 'Expiration' field. At the bottom of the form, there is a 'Make A Payment' button, a 'Customer Accepts' checkbox, and a 'I'm not a robot' checkbox.

Kiosk – 28 E. Market St. York Pa - York County Administration Building

The Clerk of Courts now offers a kiosk for payments (**cash payments are accepted at this kiosk**) located at the Administration Building 28 East Market St. York, Pa, Monday – Friday from 8:00am – 4:30pm. The kiosk is located in the lobby and you are **NOT** required to go through security, and are able to have your cell phone with you. ***** Instructions are located on the kiosk in the Administration Building.**

Fee Information for Kiosk

Cash Payment –

\$0.00 - \$100.00 payment = \$3.00 fee

Each Additional \$100.00 = \$2.00

Credit/Debit Payment: 3.5% of the amount being paid