



## DC Courts On-line Payment Portal Frequently Asked Questions with Answers

### Q. What types of payments can I make through the DC Court’s On-line Payment Portal?

A. The following court services can be paid for on-line

Division / Branch	Service
Criminal	Bond Payments
Civil Action Branch	Certified Copies Court Ordered Escrow Payment Foreign Subpoena Request Protective Order Payment Record Search Request Sanctions
Civil Landlord & Tenant Branch	Certified Copy of Judgment of Condemnation Certified Copies Protective Order Payment
Civil Small Claims Branch	Court Registry Payment Certified Copies Record Search Request
Family Court	Adoption Petitions Applications to Break Seal Documents for Sealed Case Types  Bonds Certified Copies Complaint or Petition Filed Marriage Application Notice of Appeal for domestic violence matters Search Letter
Probate	Additional Letters – Administration, Conservatorship, Guardianship Certified Copies Court Costs for: – Accountings – Verification and Certificate of Notice Additional Cost – Conservatorship Fee – Large Estates – Small Estates Record Search
Tax Division	Certified Copies



**Q. What is the contact information to pay for these services and ask questions about the payment portal?**

A. Please find phone and e-mail contact information for each division to pay for these services and ask questions.

Division	Phone	E-mail
Criminal Division	(202) 879-1840	BondPayPortal@dcsc.gov
Civil Division - Civil Actions Branch - Landlord & Tenant Branch - Small Claims Branch	(202) 879-1133 (202) 879-4879 (202) 879-1120	CivilDocket@dcsc.gov LandlordandTenantDocket@dcsc.gov SmallClaimsDocket@dcsc.gov
Family Court	(202) 879-1212	Case Payments: FamilyCourtCIC@dcsc.gov  <u>Copies:</u> FamilyCourtCertifiedCopies@dcsc.gov  <u>Marriage:</u> MarriageBureauReceipts@dcsc.gov  <u>Bonds:</u> FamilyBonds@dcsc.gov
Probate Division	(202) 879-9460	ProbateInquiries@dcsc.gov
Tax Division	(202) 879-1737	TaxDocket@dcsc.gov

**Q. Are there any fees applied when I pay on-line?**

A. Yes, for debit or credit card payments there is a 2.5% NIC Services Admin fee of the total transaction cost plus a \$1.00 NIC Services Admin fee. For checking or savings account transactions there is only an \$1.00 fee. For example, when you pay \$100, you will be billed \$103.50 if you pay by debit or credit card and \$101 if you pay by check.

**Q. Is there a maximum limit I can pay on-line?**

A. Yes, you can only pay for services that cost \$1,000 or less.



**Q. Can multiple items be purchased within one session?**

A. Yes, multiple items can be added per session by clicking the “Add New Item” button at the bottom of your Transaction Items list.

**Q. Can I pay using multiple payment options to cover one service or balance due or can I use only one form of payment at a time?**

A. You must pay for the entire transaction using one payment method (credit card, debit card, or bank account (savings or checking). You cannot use multiple payment options for the same transaction.

**Q. What forms of payment are acceptable?**

A. Credit cards, debit cards and ACH (which stands for Automate Clearing House (eCheck)) are acceptable forms of payment except for bond payments. For bond payments, only credit cards or debit cards are acceptable.

**Q. What types of credit cards are accepted by the Payment Portal?**

A. Visa, Mastercard, Discover, and American Express are acceptable forms of credit card payments.

**Q. Can I request a copy of my case?**

A. During this time, the Court will only be charging for certified copies and large requests for copies in the Probate Division through this payment portal. To request a regular copy of your case, please contact the Division.



**Q. What if I have a dispute about the cost or the amount due?**

A. Please contact the Court Division via the phone numbers and e-mail addresses provided above. By using this portal to make electronic payments, you agree that you will be responsible for any fees assessed against the D.C. Courts that result from a reversed payment or chargeback.

**Q. Can the Courts accept credit card payments over the phone?**

A. No, due to the Payment Card Industry (PCI) standards credit cards payments cannot be accepted over the phone.

**Q. How will the charge appear on my credit or back statement?**

A. Charges will appear as "DC Courts Online Payment".