



D.C. SUPERIOR COURT

ePay Public User Guide

**ePay Public User Guide:
Date: September 3, 2020**

ePay allows the public to make payments electronically, through the convenience of the web.



ePay

ePay allows the public to make payments electronically, through the convenience of the web on obligations ordered by the court.

- Users can leverage the existing system of eAccess to make payments
- Only available for Criminal cases in eAccess at this time.
- Only available for existing “monies owed” on cases – fines, fees, VVCA, Crime Victims
- Bond Obligations are NOT available for payment through ePay
- ePay will not be available until court-ordered obligations for a case have been set up in the CourtView system
- DC Courts currently only accept cards containing the VISA and MasterCard logos and Discover. **PIN only - based Debit Cards are not acceptable.**



Glossary

Balance Due

The Balance Due is the total amount due for that party type. **This is NOT the balance due for the entire case.**

Card Verification Value (CVV) Card Verification Code (CVC)

The **CVV or CVC Number** on your credit card or debit card is a 3-digit number on VISA®, MasterCard® and Discover® branded credit and debit cards.

Convenience Fee

The **convenience fee** of 4.5 % is **non-refundable** and is paid to the credit card processor to process the transaction. It is automatically calculated based on the payment amount entered.

On Behalf of

On Behalf of is the name of the person who is responsible for the court ordered obligation.

Payment Amount

The **payment amount** is the amount owed for the party type selected. For the purposes of ePay, this amount will default to the amount owed; however the payer can change this amount to as little as \$1.00 but no more than what is owed. This is what will be applied to the case.



Party Type(s)

A **CJA Payer** is a person who is responsible for the obligation of CJA (Criminal Justice Act) payment if ordered by the court

A **Fine Payer** is a person who is responsible for the obligation of fine payment if ordered by the court.

A **Restitution Payer** is a person who is responsible for the obligation of restitution payment if ordered by the court

A **VVCA Payer** is a person who is responsible for the obligation of VVCA (Victims of Violent Crime Compensation Act) payment if ordered by the court.

Past Due Amount

The past due amount is the amount of money that is past due based on previously agreed upon payment schedule. This is provided in ePay for informational purposes only.

Total Payment Amount

The **Total Payment Amount** is the amount that will be charged to your credit card and includes the 4.5% non-refundable convenience fee. This is NOT the amount that will be applied to your case. The **Payment Amount** is the amount that will be applied to your case.



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Accessing e-Services

eAccess/ePay case be accessed by using the links provided on the DCCourts.gov webpage. [EAccess/EPay Home Page](#). You will NOT see a separate link for ePay.



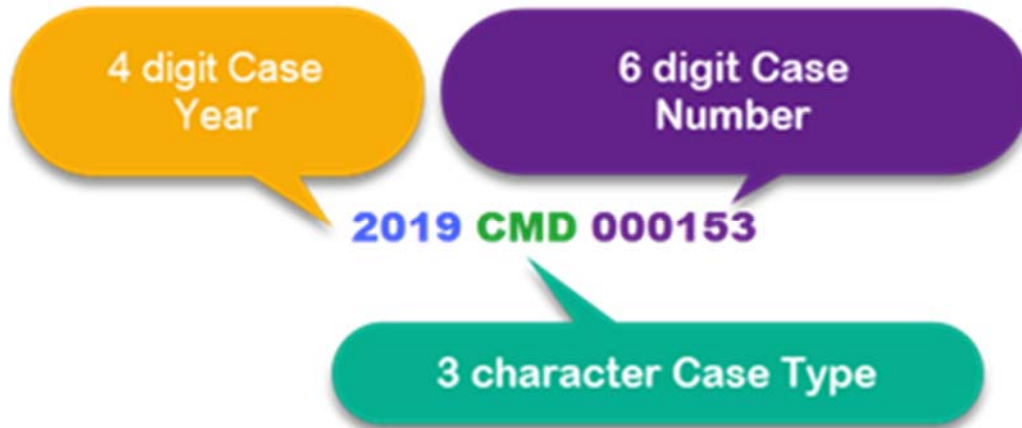
Searching for a Case to Make an ePayment

Using eAccess, search for a case on which you would like to make a payment.



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Enter the fully formatted case number including spaces and zeros; the fully formatted case number consists of the following three parts:



Click the “Search” button to display the search results.

Search

Select your search criteria below. Fields marked with * are required.

Number of Results 25 ▾

Case Number Search | Name Search

Case Number * 2019 CMD 000153

Search ←

The search results will display a list for each party and party type (see glossary on page 2) in the case; a party type is the role of the person to the case. The same Party/Company may be listed multiple times.



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Search Results

Displaying all 4 matches.

	Case Number	Case Status	Case Type	File Date	Party/Company	Party Type
	☆ 2019 CMD 000153	Closed	Misdemeanor	02/15/2019	GRAHAM, EUGENE L	Defendant (Criminal)
	☆ 2019 CMD 000153	Closed	Misdemeanor	02/15/2019	GRAHAM, EUGENE L	CJA Payer
	☆ 2019 CMD 000153	Closed	Misdemeanor	02/15/2019	GRAHAM, EUGENE L	Fine Payer
	☆ 2019 CMD 000153	Closed	Misdemeanor	02/15/2019	GRAHAM, EUGENE L	VVCA Payer

Locate the Party Type you wish to pay and Click the green button to access the payment screen for that party type.

On the Personal Information screen, the information displayed will display the Party Type you selected on the previous screen.

Personal Information

Please complete the following items.

Case Information
Case: 2017 CF2 000030 United States Vs. PORTER, BENJEE Q TJM

On Behalf of: PORTER, BENJEE Q

Balance Due: \$7,450.00

Payment Amount: 7450.00
Amt Due (including Past Due): \$7450.00

Convenience Fee: \$335.25

Total Payment Amount: \$7,785.25

[Next >](#)

A NON-REFUNDABLE convenience fee of 4.5% has been added to the payment total to cover the costs incurred with the credit card processing. Payments made in error can be refunded. This process may take anywhere from 5 to 10 business days and will NOT include the convenience fee amount paid.

Note: The convenience fee of 4.5% is non-refundable. This fee is paid to the credit card processor for processing the transaction and is not retained by the court.

- The system will default to the Balance Due.
- If there is a past due amount, that amount will appear directly beneath the Payment Amount. This is for informational purposes only.
- You can make a payment as little as \$1.00 and the maximum amount of payment is the balance due.
- You cannot pay more than the amount owed.
- The non-refundable credit card convenience fee of 4.5% will automatically be calculated and reflected.
- The total payment amount will be the payment amount entered plus the credit card convenience fee of 4.5%. **This is the amount you will be charged on your credit card.**



Making a Payment

Personal Information Page

Personal Information

Please complete the following items.

Case Information

Case: 2019 CMD 000153 United States Vs. GRAHAM, EUGENE L JML

1 On Behalf of *	GRAHAM, EUGENE L ▾
Balance Due	\$1,345.00
2 Payment Amount *	5.00
	Past Due Amt: \$143.17
Convenience Fee	\$0.22
	A NON-REFUNDABLE convenience fee of 4.5% has been added to the payment total to cover the costs incurred with the credit card processing.
3 Total Payment Amount	\$5.22

Next >

1. The “On Behalf of” drop down box will display the Party Type you selected in the previous screen.
2. Verify the Payment Amount or enter the amount you wish to pay.
3. Verify the Total Payment Amount.
4. Please review the personal information and payment amount for accuracy before selecting the “Next” button. Click the “Next” button to proceed to the Payment Information page.



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Payment Information Page

All information is required to initiate a payment

Payment Information

Please enter your credit card payment information.

Case Information
Case: 2017 CF2 000030 United States Vs. PORTER, BENJEE Q TJM

Payment Information

1 Credit Card Number * 1111222233334444
2 Expiration date * mm 04 yy 2020
3 CVV/CVC * 111

Billing Information

4 {
First Name * Charles
Last Name * Sykes
Address * 00000 Pintal Lane
City * Gaithersburg
State * Maryland
Zip * 20882

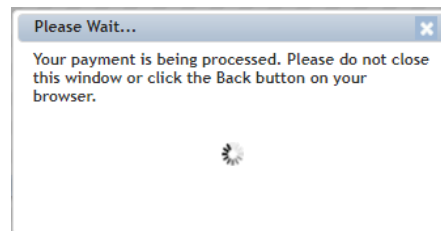
Contact Information

5 Phone * (999) 999-9999
6 Email * any.name@dcsc.gov

Next > Finish

1. Enter your credit card number. Only type the digits, do not enter any spaces.
2. Enter the credit card expiration date.
3. Enter the 3-digit CVV/CVC number found on the back of the credit card. **This number is required.**
4. Enter the Billing Information of the credit card holder. DC Courts currently only accept cards containing the VISA and MasterCard logos and Discover. **PIN only -based Debit Cards are not acceptable.**
5. Enter your contact information. Please be sure to enter a valid email address as your payment receipt will be sent directly to your email address.
6. Click the “Finish” button to process your payment. **Please note that this will immediately attempt to charge your credit card.**

You will receive a pop up box indicating that the transaction is being submitted for processing.



If there is an error processing the transaction, you will receive an error message asking you to re-enter your information.



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If the payment is successfully processed, a payment confirmation will display. A detailed receipt will be sent to you at the email address previously provided. Please print this receipt page for your records.

Payment Confirmation:

Payment Confirmation

Thank you for your e-payment. The payment should be reflected on the docket within 30 minutes.

We would like your feedback on our ePay System. Go to www.dccourts.gov/ePaySurvey to access our quick, 90 second survey! Please print this page for your records. You will also be sent an emailed receipt.

Payment Confirmation Details:

Name: Albert Bundy
Case Number: 2019 CMD 000153 : 3.00
Payment Date: 07/02/2019
Total Payment Amount: \$10.45 (includes convenience fee)
Transaction ID: 252

[Search Results](#) [eServices Home](#)

Detailed Email Receipt that we will be sent to the email address provided:

To: DCSCAdmin@dcsc.gov
Sent: Wednesday, October 30, 2019, 09:18:34 AM CDT
Subject: D.C. Courts Payment on case 2019 CMD 000004

Thank you for your E-Payment!

Please print this page for your records. A copy of this confirmation will be e-mailed to you. To ensure receipt of your e-mail confirmation, please add eService@dccourts.gov to your safe list. Please note the payment is not final until authorized by your Financial Institution. Payment will be reflected on your case no later than the next business day.

Payment Confirmation Details:
Transaction ID: 125
Name: Greg Hale
Case Number: 2019 CMD 000004
Payment Date: 10/30/2019
Receipt #: 2303764 - 5971614

If you have questions or concerns about your payment, please contact the court at 202-879-1489 and reference your ePay Transaction ID, 125 and receipt number: 2303764.

We are pleased to provide you with the convenience of an electronic payment option.

Thank you!



Frequently Asked Questions

1. What is ePay?

The D.C. Superior Court is enhancing the capabilities of eAccess and will now offer the option of making electronic payments through ePay. ePay is accessed through eAccess which provides internet access to court dockets, including images of certain case



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documents. Court ordered obligations will continue to be available to be paid on site at the Superior Court to all members of the public.

2. How do I access ePay?

ePay is a feature within eAccess. Using eAccess, search for a case on which you would like to make a payment.

3. Are all case types at the court available for payment?

At this time, only criminal cases are available for online payment.

4. How do I locate my case to make a payment?

Using eAccess, search for a case on which you would like to make a payment.

5. Can I make payments on all obligations?

No. ePay is only available for obligations fines, fees, CJA and VVCA payments. Bonds **cannot** be paid through ePay.

6. Do I have to pay the full amount due?

No. You can make a payment(s) between \$1.00 and the total amount due for the individual obligation listed.

7. What types of payments are accepted?

Electronic cards with a Visa or MasterCard logo and Discover are accepted. PIN based only debit cards are not accepted.

8. Is there a cost for use ePay?

The court does not charge to you ePay, however, there is a 4.5% credit card convenience fee that is added to cover the costs incurred with credit card processing. This is the same convenience fee if you were to make your payment in person at the court using a credit card.




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9. Do I need anything in addition to my credit card to make a payment through ePay?

You will need a valid email address.

10. How will I know if the payment is available for payment using ePay?

You will see a green  button reflected.

11. How will I know if my payment was successful?

You will receive a payment confirmation on the screen and a detailed receipt will be emailed to the email address provided.

12. How will I know if there is an error processing my transaction?

If there is an error processing the transaction, you will receive an error message asking you to re-enter your information.

13. If an error is made in the payment amount, can I get a refund?

Yes. The payer must contact the Court by the next business day after the transaction was submitted and completed via ePay. Contact 202-879-1840 with your transaction ID number and receipt number which were provided on the emailed receipt. **The convenience fee of 4.5% is non-refundable**, and refund payments will take two weeks to issue via check.