

How to use eAccess ePay to Pay Court Fees

Audience: This guide is for the public.

Before You Begin - Electronic Payments do not Remove Warrants

Important! Payments submitted electronically **do not result in the removal of outstanding warrants.**

To remove an outstanding warrant, you must visit the court.

What are the different ways to pay court fees?

- Quick Pay through eAccess (if you know the case number, this is the best choice)
- **ePay** through eAccess (if you don't know the case number, this allows you to search for your case)
- Pay in person at a courthouse
- Mail a certified check to the courthouse

What do you need before you can use the eAccess ePay feature?

- You will need to know the court department, court division, case type, and the approximate date that the case was filed.
- Willingness to pay a 3.5% convenience fee.
- An email address for receiving the receipts.
- Access to a computer or smartphone with an internet connection.
- Either a credit card, a debit card, or a PayPal account

About the PayPal Convenience Fee

- If you pay through Quick Pay or ePay, the convenience fee is 3.5% of the current payment.
- Each time you use Quick Pay or ePay, you will be required to pay the convenience fee
- The fee does not go to the courts; it goes to PayPal.

Searching for the Case and using the eAccess ePay Button

Note: If you already know your case number, use QuickPay instead of ePay.

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1. Go to www.masscourts.org. You see the eAccess home page.



Figure 1. eAccess Home Page

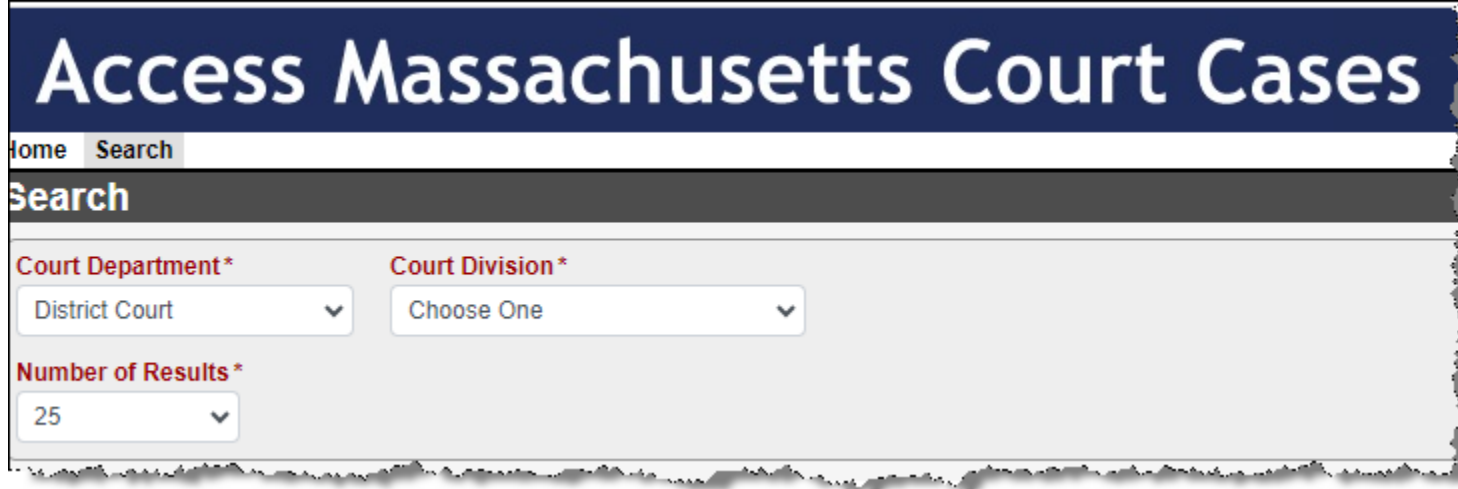
2. Check the **I'm not a robot** checkbox.
3. At the bottom of the home page, click the **Click Here To Search Public Records** button. You see the Search screen.



Figure 2. eAccess Search Screen

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4. Select the Court Department, and the Court Division field appears.

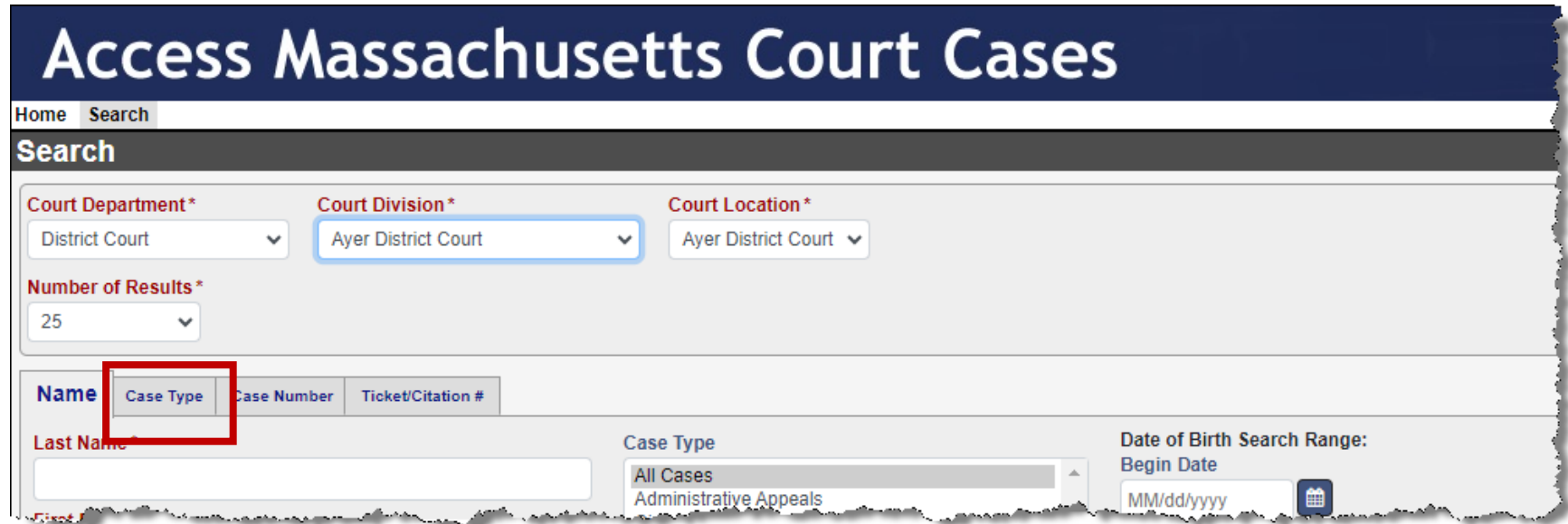


The screenshot shows the 'Access Massachusetts Court Cases' web interface. At the top is a dark blue header with the title in white. Below the header is a navigation bar with 'Home' and 'Search' links. A 'Search' section follows, containing two dropdown menus: 'Court Department*' (set to 'District Court') and 'Court Division*' (set to 'Choose One'). Below these is a 'Number of Results*' dropdown menu set to '25'.

Figure 3. eAccess Search Screen showing Court Division field

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5. Select the Court Division field. The screen expands to show four tabs: Name, Case Type, Case Number, and Ticket/Citation #. The Name tab will not work. The only tab that works for ePay is the **Case Type** tab.

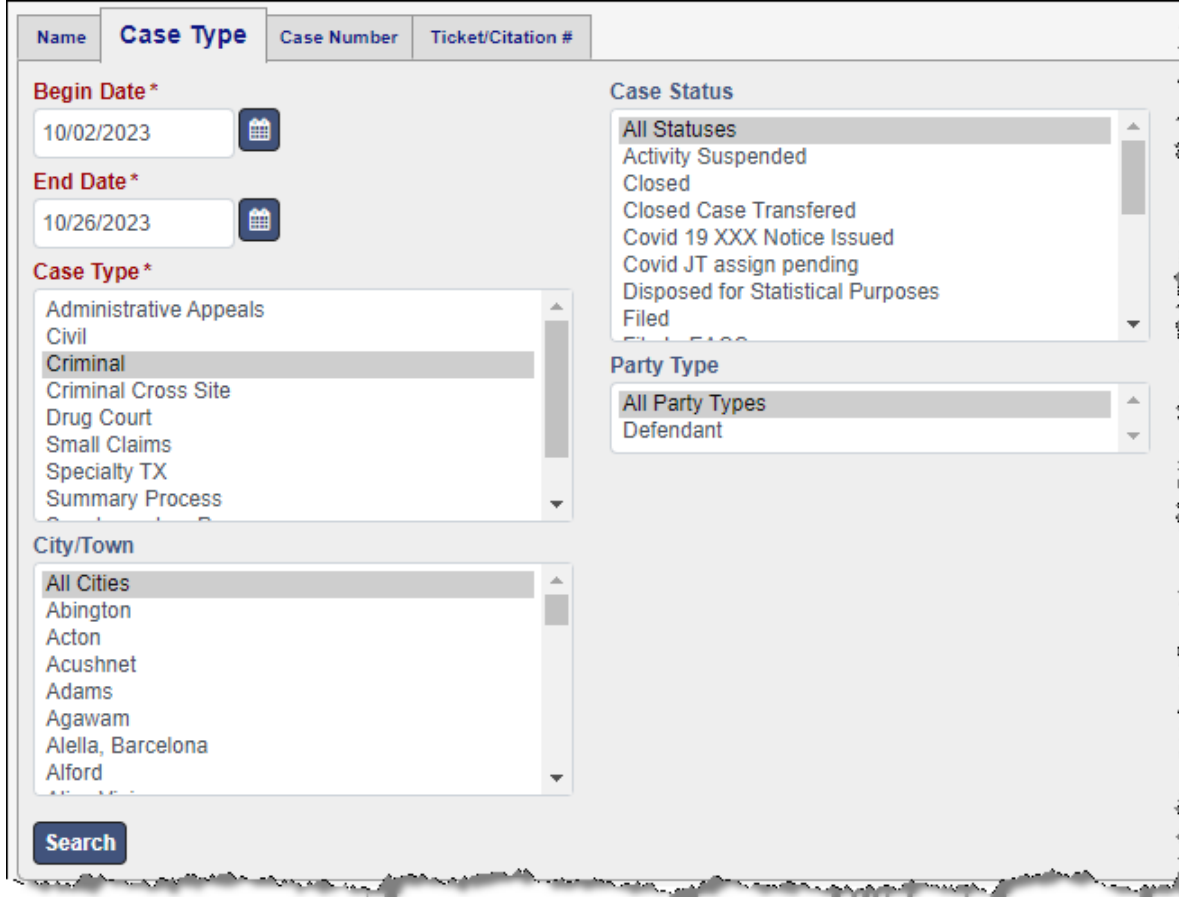


The screenshot shows the 'Access Massachusetts Court Cases' search interface. At the top is a dark blue header with the title. Below it is a navigation bar with 'Home' and 'Search' links. The 'Search' section contains several dropdown menus: 'Court Department*' (District Court), 'Court Division*' (Ayer District Court), 'Court Location*' (Ayer District Court), and 'Number of Results*' (25). Below these is a tabbed interface with four tabs: 'Name', 'Case Type', 'Case Number', and 'Ticket/Citation #'. The 'Case Type' tab is highlighted with a red box. Below the tabs are search fields: 'Last Name' (with a text input), 'Case Type' (with a dropdown menu showing 'All Cases' and 'Administrative Appeals'), and 'Date of Birth Search Range: Begin Date' (with a date input field and a calendar icon).

Figure 4. eAccess Search Screen with Tabs

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6. Click the **Case Type** tab.



The screenshot shows the eAccess Search Screen with the **Case Type** tab selected. The interface includes several search filters:

- Name**: A text input field.
- Case Number**: A text input field.
- Ticket/Citation #**: A text input field.
- Begin Date ***: A date picker showing 10/02/2023.
- End Date ***: A date picker showing 10/26/2023.
- Case Type ***: A dropdown menu with options: Administrative Appeals, Civil, **Criminal** (selected), Criminal Cross Site, Drug Court, Small Claims, Specialty TX, and Summary Process.
- Case Status**: A dropdown menu with options: All Statuses, Activity Suspended, Closed, Closed Case Transferred, Covid 19 XXX Notice Issued, Covid JT assign pending, Disposed for Statistical Purposes, Filed, and Filings.
- Party Type**: A dropdown menu with options: All Party Types and Defendant.
- City/Town**: A dropdown menu with options: All Cities, Abington, Acton, Acushnet, Adams, Agawam, Alella, Barcelona, and Alford.
- Search**: A blue button at the bottom left.

Figure 5. eAccess Search Screen with Case Type tab selected

7. In the Case Type tab, take the following steps.
- Begin Date:** Enter a date for the beginning of the 30-day date range in which the case was filed.
 - End Date:** Enter a date for the end of the 30-day date range in which the case was filed.
 - Select the case type.
 - Click the **Search** button. You see the Search Results.
8. On the Search Results screen, find your case and click the **Pay** button. You see the Case Information screen.

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9. On the Case Information screen, take the following steps.
 - a) Confirm that the case title is correct.
 - b) **On Behalf of:** If this field doesn't show the name of the person who owes the fee, click the down arrow to select the person.
 - c) **Payer Last Name:** This defaults to the name of the defendant. You can edit it.
 - d) **Payer First Name:** This defaults to the first name of the defendant. You can edit it.
 - e) **Email:** Enter your email. When your payment goes through, the system will send two receipts to this email address. One of the receipts will come from PayPal. The other receipt will come from the Massachusetts Trial Court.
 - f) **Balance Due:** This field lists the Balance Due
 - g) **Payment Amount:** This field defaults to the balance due. To make a payment, edit the fields so that it shows the amount that you'd like to pay.
 - h) **Convenience Fee:** This is 3.5% of the payment amount. If you adjust the payment amount field, the system adjusts the convenience fee accordingly.
 - i) **Total Payment Amount:** This shows the payment amount plus the convenience fee.
 - j) Click the **Pay Now** button. You see the Pay with PayPal screen.

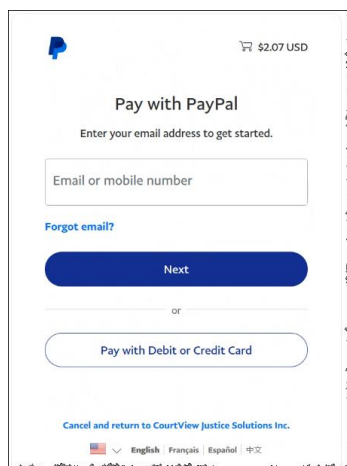


Figure 6. Pay with PayPal

On the Pay with Pay Pal screen:

- a) If you have a PayPal account, then enter your credentials and click Next to log in.
 - b) If you don't have a PayPal account, click the button labeled **Pay with Debit or Credit Card**. You see the Check out as a Guest screen, and you can click **Continue with Payment**. You'll be prompted to enter your phone number and card information.
- k) If you are paying with a debit or credit card, you'll be prompted to enter your card details. At the bottom of the screen, you'll see an option to **Save Info and Create your PayPal account**. To bypass the option to create a PayPal account, and sign out as a guest, click the box.

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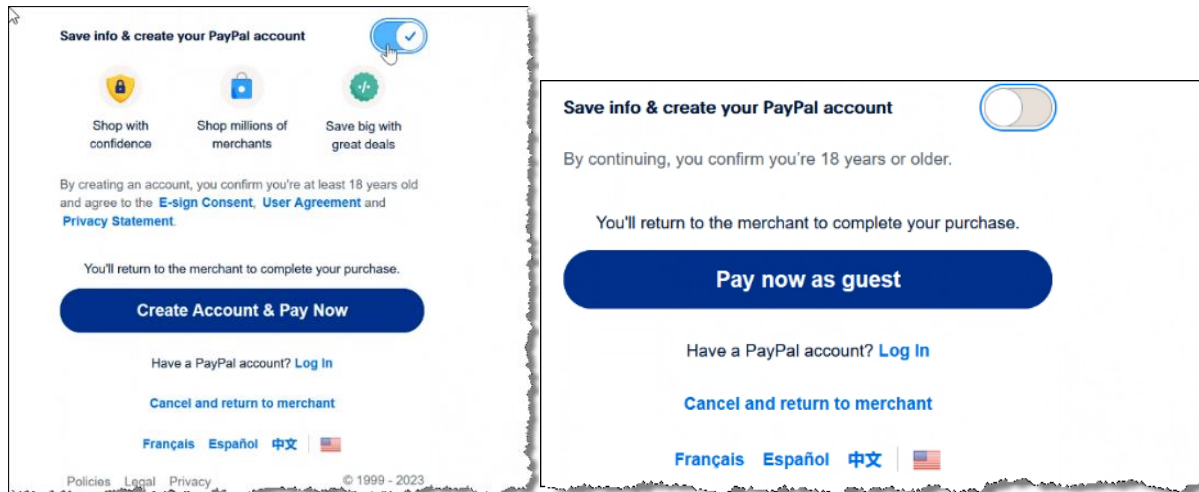


Figure 7. At the bottom of the screen, choose whether or not to create your PayPal account

10. When you click Pay now button, you'll see an eAccess Payment Confirmation window.

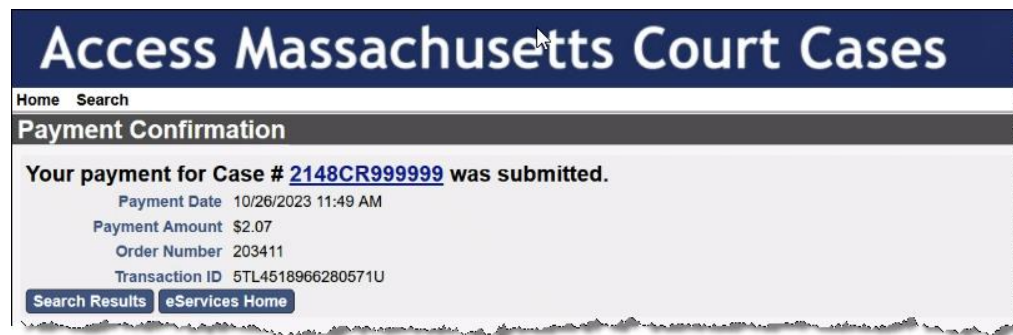


Figure 8. eAccess Payment Confirmation

11. For proof of the purchase transaction, you may want to print the Payment Confirmation screen.

12. In your email, you will receive two receipts.

- a) The PayPal receipt shows the amount that you paid and other details.
- b) The Massachusetts Trial Court receipt lists the amount you paid and warns you that payments submitted electronically **do not result in the removal of outstanding warrants.**

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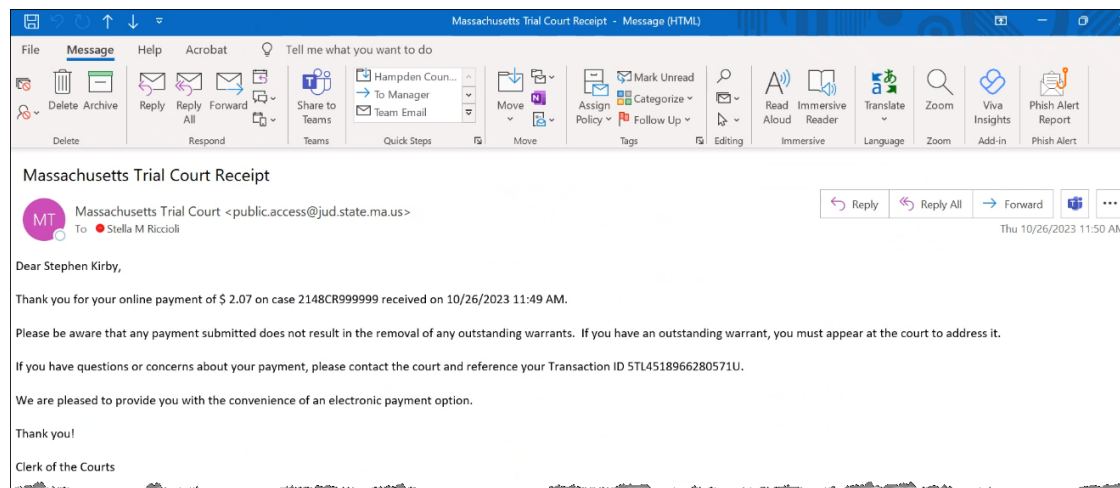


Figure 9. Massachusetts Trial Court Receipt