

How to use Quick Pay 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?

- If you know the case number, you can use **Quick Pay** through eAccess
- If you don't know the case number, you can use **ePay** through eAccess
- You can pay in person at the courthouse
- You can mail a certified check to the courthouse

What do you need before you can use the eAccess Quick Pay feature?

- Full case number (docket number) for the case with the fee
- 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.

How to use eAccess Quick Pay to Pay Court Fees

Using the eAccess Quick Pay Button

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.

How to use eAccess Quick Pay to Pay Court Fees

- At the bottom of the home page, click the **Quick Pay** button. You see the Quick Pay screen.



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

If you have an outstanding warrant, you must visit the court.

Figure 2. eAccess Quick Pay Screen

- On the Quick Pay screen, take the following steps.
 - Case Number:** Type in the full case number. You must use the correct capitalization, spacing, and hyphens.
Tip: The case number is also called the docket number. Some examples appear in the text on the screen. You can click the question mark icon in the lower-right to see the examples more clearly.
 - Search Button:** Click the **Search** button. You see the Search Results screen.
- If you entered the full case number using correct capitalization, spacing, and hyphens, then the Search Results screen shows the **Pay** button next to the case number.

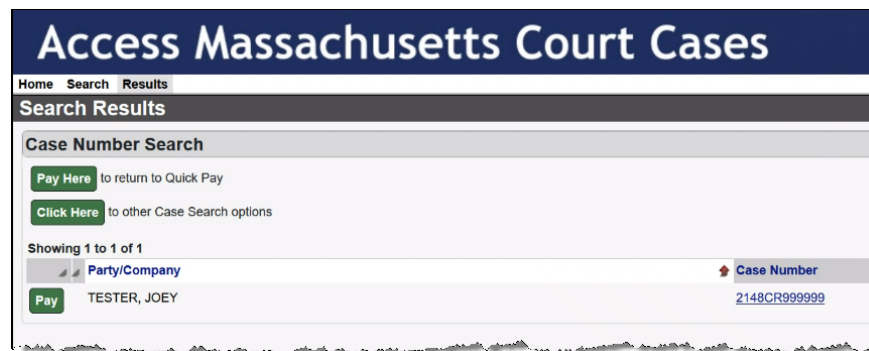


Figure 3. Search Results Screen

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6. On the Search Results screen, click the **Pay** button. You see the Case Information screen.

Access Massachusetts Court Cases

Home Search

Case Information

Case 2148CR99999 Commonwealth vs. TESTER, JOEY

Step 1

On Behalf of * TESTER, JOEY ▼

Step 2

Payer Information

Payer Last Name * TESTER

Payer First Name * JOEY

Email *

Payment Details

Balance Due	\$2.00	
Payment Amount *	\$2.00	Amt Due (including Past Due): \$2.00
Convenience Fee	\$0.07	
Total Payment Amount	\$2.07	

Pay Now

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Figure 4. Case Information Screen

7. On the Case Information screen, take the following steps.
- Confirm that the case title is correct.
 - 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.
 - Payer Last Name:** This defaults to the name of the defendant. You can edit it.
 - Payer First Name:** This defaults to the first name of the defendant. You can edit it.
 - 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.
 - Balance Due:** This field lists the Balance Due
 - 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.
 - Convenience Fee:** This is 3.5% of the payment amount. If you adjust the payment amount field, the system adjusts the convenience fee accordingly.
 - Total Payment Amount:** This shows the payment amount plus the convenience fee.

How to use eAccess Quick Pay to Pay Court Fees

- j) Click the **Pay Now** button. You see the Pay with PayPal screen.

Figure 5. Pay with PayPal

On the Pay with Pay Pal screen:

- If you have a PayPal account, then enter your credentials and click Next to log in.
- 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.

Figure 6. At the bottom of the screen, choose whether or not to create your PayPal account

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

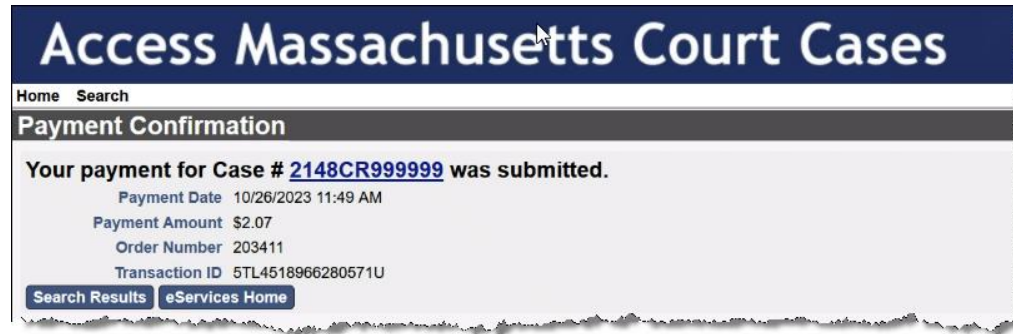


Figure 7. eAccess Payment Confirmation

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

10. 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**.

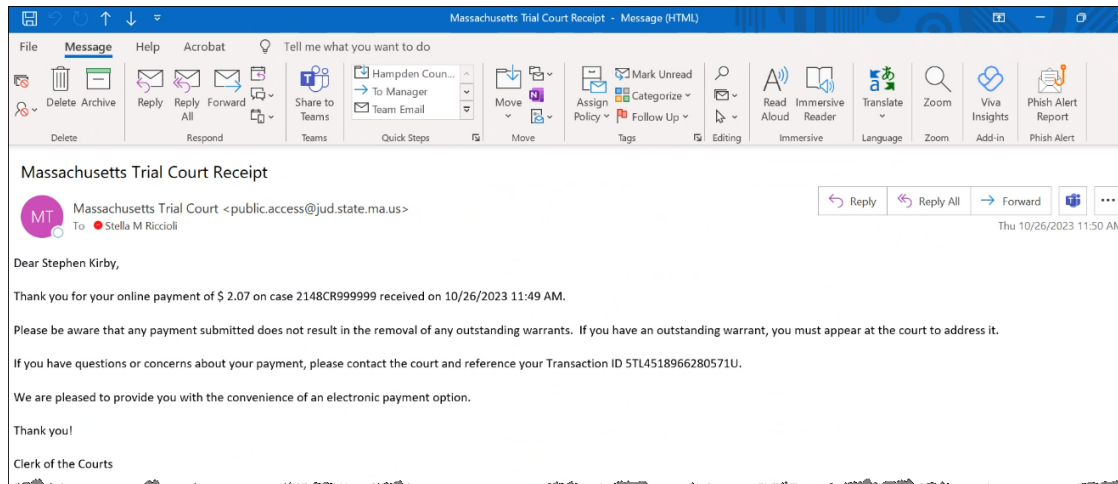


Figure 8. Massachusetts Trial Court Receipt