## Making a Payment Online

Before you make a payment for your case online, please make sure you have your case/docket number and fine amount. This information is typically found on your reminder notice, or Courtesy Notice. It can also be found on the Minute Order mailed to you if you appeared on a matter.

Alpine County Superior Court cases typically follow a naming format of Letter-00-0000. For example, a Traffic case would be labelled T-22-9851. Case numbers are found in the top right-hand corner of your Courtesy Notice, or on your Notice to Appear.

If you did not receive a Courtesy Notice or Notice to Appear, and it has been at least four weeks from the day you were cited to appear in court (the day you received your citation if this is a traffic ticket), please call the Clerk's Office at (530) 694-2113 during business hours. Please have your citation in front of you to give the citation number to a clerk. The citation number on the ticket you received from a CHP Officer or Alpine County Sherriff Deputy is **not** your case number.

If you intend to request a Trial by Written Declaration or Court Trial, do **not** make your payment online. Unless written notice has been received by the court prior to payment, the payment will be accepted as a bail forfeiture. It will be ordered that no further proceedings will occur, your case will be closed, and your conviction will be reported to DMV.

## **Making a Payment**

Court Fees fall under the "Local Payments" category on ACI Payment's website. Please select "Make a Payment" under this section.



In the following fields, you will specify that you are making a payment towards Alpine County Superior Court and select how you would like to make your payment. Do not enter a jurisdiction code. 'Dockets' will allow you to use a supported debit or credit card to make your payment, with a \$4.95 transaction fee. 'Dockets E-Check' will allow you to use a supported account type to make your payment, with a \$1.95 transaction fee. Please click the green 'Make a Payment' button to continue.

Make A Payment					
Select Service > Enter Amount > Accept Terms > Provide Details > Confirm Details > Digital Receipt					
Please select the State, Payment Entity and Payment T statement. Click "Make A Payment" button to continue v	ype from the menus below, or enter your Jurisdiction Code from your bill or with the payment process.				
<ul> <li>A convenience fee may be charged for t</li> <li>To determine the amount of the conveni</li> <li>Do not use your browser's "Back" buttor</li> </ul>	he use of this service and will be automatically calculated, if applicable. ence fee in advance, please visit our <u>Fee Calculator</u> . 1. Instead, navigate using the buttons below.				
Enter your Jurisdiction Code: OR	State or Territory:         California         Payment Entity:         Alpine County Superior Court				
Cancel	Payment Type: - Select - - Select - Dockets Dockets E-Check				

Next, enter the amount for your payment. If you are a defendant for a traffic infraction matter, and are otherwise eligible, **you must include your payment for traffic school in this field if you wish to request to attend traffic school**. Please add the nonrefundable administrative \$52.00 fee to your payment amount now. Be advised that debit cards have a limit of \$500.00. If your payment amount exceeds this, use a credit card or electronic check.

Make A Payment					
	Alpine Coun Dockets	ty Superior Court, C	CA		
Enter your Payment Amount, including any penalties or interest, select Payment Option, then click "Continue" to proceed with the payment process.  • Your convenience fee will be calculated and presented on the next page, if applicable. • Do not use your browser's "Back" button. Instead, navigate using the buttons below.					
*Payment Amount \$ . 00 Payment Options:					
		O Debit Card	VISA		
		O Debit Card			
		○ Credit Card		•	
		Back 🕥	Cancel (8)	Continue 🕥	

If you agree to the Terms and Conditions and Total payment amount including the transaction fee, please click the green "Accept" button.

Alpine County S Dockets E-Check	unt > Accept Terms > Provide Details > Confirm Details > Dig	ital Receipt
This payment service is offered by AC confirm your payment amount, conve to proceed with your payment. Click " beginning of the payment process.	CI Payments, Inc. as authorized by the entity to which you are nience fee and total (if applicable). Review the Terms and Con Back" button to change any of the information fields. Click "De	making a payment. Please iditions below and click "Accept" scline" button to return to the
<ul> <li>Do not use your brows</li> </ul>	ser's "Back" button. Instead, navigate using the buttons below.	
Payment Type:	Dockets E-Check	
Payment Amount:	\$289.00	
Service Fee:	\$1.95	
Total Payment:	\$290.95	
ACI Payments, Inc. Terms and Con THIS PAYMENT SERVICE IS SUBJE Do not use or access this Website or Conditions	ditions: CT TO THE FOLLOWING TERMS AND CONDITIONS Service if You do not agree to be bound by these Terms and	<u>^</u>
These Terms and Conditions ("Terms though this payments website ("Webs access to and use of this Website, th processing service is offered to You of t is important to carefully review all T	and Conditions") are in effect for all transactions processed site") on or after May 9. 2019, and apply to and govern Your e Service and all Alternative Channels. This payment in behalf of your Biller ("Service"). erms and Conditions below, including the provision concerning	1
REFUNDS. These Terms and Conditi effective immediately after they are p modifications are posted, You are agr	ons may be amended at any time. All amended terms shall be osted to the Website. By using this Website after such reeing to accept and comply with the Terms and Conditions as	▼
Printer Friendly		

It is not required that you make an account to make a payment. Click the green "Continue as Guest" button.

Make A Payment	
> Select Type > Enter Amount > Act	cept Terms > Provide Details > Confirm Details > Digital Receipt
Yes, I have an account	No, I don't have an account
Sign in for faster payments E-mail Address:	You can create an account for faster payments, immediate payment verification and automatic payments.
Password:	Create an Account
Submit 🕥	You do not need an account to make a payment.
Forgot Password?	Continue as Guest

On the following page you will provide your Payor Information and Payment Option and confirm your Payment Information. Below the field confirming your e-mail address, skip the two check boxes and you will see the field to enter your docket number. Enter the docket/case number without any dashes for it to fit in the provided field. For example, if your case number as shown on your Courtesy Notice is T-22-9851, enter T229851 in the Docket Number field. Verify you have entered the correct case number so that your payment is not posted to the wrong case.

Save my information by c	reating a My Account profile.
Check here to set up rem	inders for future payments after you complete the current payment.
*Docket Number:	
Payment Option (May differ from the person owing the tax, I	bill, or fee.)
Card Type:	Debit Card VISA
*Card Number:	
*Expiration Date:	💙 / 💙 (mm/yy)
*Card Verification Number	
(To determine the location o	f your Card Verification Number, click here.)
Payment Information	
Payment Type:	Dockets
Payment Amount:	\$289.00
Convenience Fee:	\$4.95
Total Payment:	\$293.95
	I'm not a robot
	Back 🔇 Cancel 🛪 Continue 🔊

Continuing from this page will confirm your payment one more time, and then provide a confirmation page. **The receipt number on the Digital Receipt page is your official receipt of payment**. Please print or save for your records. Payment(s) submitted will be posted to your case the following business day.