

## QUICK LINKS

[How to Make a Payment on a Case or Payment Plan](#)

[How to Pay a Traffic Citation](#)

[Frequently Asked Questions \(FAQ\)](#)

# E-PAYMENTS USER GUIDE

The Oklahoma State Courts Network (OSCN) is pleased to offer a web application to pay court costs and fines securely online. This guide provides easy to follow step-by-step instructions to make an online payment. To read specific help files, simply click the applicable “Quick Link” shown above.

For additional assistance or questions related to e-Payments, please contact [e-Support@oscn.net](mailto:e-Support@oscn.net). Operational hours for the e-Payments’ Support Team is Monday through Friday from 8AM to 5PM. Emails received outside of business hours are worked the next business day in the order in which they were received.

# How to Make a Payment on a Case or Payment Plan

The e-Payments system allows the public to securely make online payments on cases and payment plans with outstanding balances. You must enter a case number, citation number OR payment plan number. If you do not know the case number, the system provides a convenient link to look up case information by name. The following provides step-by-step instructions how to make a payment on a case or payment plan.

## STEP 1: TERMS & CONDITIONS

1. Read the Terms and Conditions carefully. The information in this page will answer many frequently asked questions about e-Payments.

### TERMS & CONDITIONS

The e-Payments option allows the public to securely make online payments on cases and payment plans with outstanding balances in selected District Courts of Oklahoma. Only the counties that appear in the **County** drop-down list in [Step 2: Find Case](#) can accept e-Payments at this time. [Step 2: Find Case](#) appears after the "I AGREE. LET'S CONTINUE." button below is clicked. The site will accept payments only for amounts which are approved for payment by credit/debit card.

**By using the e-Payments option, you agree to the following:**

1. Not all cases can be paid through e-Payments. Payments may be made **ONLY** on CF, CM, TR and WL case types (Felony, Misdemeanor, Traffic and Wildlife) where all counts in the case have been fully disposed after January 1, 2005. If the case has more than one defendant, e-Payments may be made for a specific defendant **ONLY** if all counts in the case for that defendant have been fully disposed. Full payment may be made on most undisposed TR case types (Traffic) prior to the Initial Appearance Date if you enter an online plea of Guilty or Nolo Contendere (No Contest) to the charge. E-Payments can be made on only one case at a time, and the case must have an outstanding balance due. Cases with a disposition date prior to January 1, 2005 cannot be paid through e-Payments.

2. Scroll down through to the bottom of the page. If you agree with the Terms and Conditions, select "I Agree. Let's Continue."

I AGREE. LET'S CONTINUE.

## STEP 2: SEARCH

1. On the Search page, **select the County** in which the case was opened.
2. **Enter a Case Number, Citation number OR Payment Plan Number.** If you do not know the case or citation number, you may search for it by selecting the "Look it up" link. This will open OSCN Court Records Search, where you may search for the case number you want to pay.
3. Select the "Search" button. **Note:** If multiple parties are associated to the case, you will receive the following message "Multiple parties are associated to this case. Select the party whose costs are being paid." Select the applicable party.

1. Terms & Conditions ✓ 2. Search 3. Select Cost 4. Payor Information 5. Billing Information 6. Done

### SEARCH

County required  
Select a county

Case Number, Citation Number, or Payment Plan Number required  
Enter number

Example number formats

Court case number	CM-2017-100
Payment plan number	PP-OK-2019-25
Traffic citation number	M972124

**NOTE** Municipal and sheriff's office traffic citations will have different citation number formats.

**TIP** Don't know your case number or traffic citation number? [Look it up.](#)

BACK SEARCH

**STEP 3: SELECT COST**

**IMPORTANT NOTE:** If a case is part of the district court's automated payment plan system, the Select Cost page will first display the payment plan information. Select the **Payment Plan** button to continue with the payment.

1. Terms & Conditions ✓	2. Search ✓	3. Select Cost	4. Payor Information	5. Billing Information	6. Done
<b>SELECT COST</b> RESULTS FOR CM-2020-9 IN CLEVELAND COUNTY					
Party Name	Bob Sobad			<b>PAYMENT PLAN</b>	
Date of Birth	11/1980			ⓘ This party is on a payment plan. Payments must be made on PP-CL-2020-25.	
Address	Oklahoma City, OK 73105				
Offense(s)	1				
<b>Offense</b>	<b>Offense Date</b>	<b>Disposition</b>	<b>Disposition Type</b>		
PUBLIC DRUNK OR INTOXICATION/CONSUME ALCOHOL OR INTOXICANT IN PUBLIC	5/1/2020	CONVICTED	Guilty Plea		
<b>Amount Owed</b>	\$199.00				
<b>Amount Payable by Credit Card</b>	\$199.00				
<b>BACK</b>					

1. On the Select Cost page, **confirm the case or payment plan information displayed is the one you want to pay.**
2. Select the **"Pay"** button. The Payor Information page will open.

<b>SELECT COST</b> RESULTS FOR CF-14-15 IN CANADIAN COUNTY					
Party Name	Test Epayuser			<b>PAY</b>	
Date of Birth	01/16/1957				
Address	8989 N UTICA #1915 TULSA, OK 74136				
Offense(s)	1				
<b>Offense</b>	<b>Offense Date</b>	<b>Disposition</b>	<b>Disposition Type</b>		
ALLOWING AN UNLICENSED OPERATOR TO DRIVE	1/27/2014	DEFERRED	Guilty Plea		
<b>Amount Owed</b>	\$488.00				
<b>Amount Payable by Credit Card</b>	\$88.00				
<b>NOTE</b> There are additional costs on this case that are not payable by Credit Card. Please read the Terms & Conditions for details and contact the Court Clerk's Office to make your payment.					

**STEP 4: PAYOR INFORMATION**

1. On the Payor Information page, enter the following Payor Information
  - a. First Name *(required)*
  - b. Last Name *(required)*
  - c. Phone Number *(required)*
  - d. Payment Amount *(required)*
  - e. Email address *(this field is required if you want a copy of your receipt to be emailed to you)*
2. Select the “Next” button.

**PAYMENT SUMMARY**

County Canadian	Case Number CF-2014-15	Party Test Epayuser	Amount Payable by Credit Card \$88.00
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**First Name required**  
Enter first name:

**Last Name required**  
Enter last name:

**TIP** You should enter your first and last names as they appear on your credit card.

**Phone Number required**  
Enter 10 digit phone number:

**Payment Amount required**  
Enter amount:

**TIP** You can pay up to \$88.00.

**Email**  
Enter email:

**TIP** Your email address is not required, but providing it will allow us to email you a copy of your receipt.  
Be sure to have your credit card information handy, as you'll need it on the next screen.

3. The Confirm window opens. Review the case OR payment plan information within the Confirm window. If this information is correct, select “Yes. Let’s Continue.” The Billing Information page will open.

**CONFIRM**

**ARE THE FOLLOWING ITEMS CORRECT?**

County	Canadian
Case Number	CF-2014-15
Party Name	Test Epayuser
Payor Name	Test Epayuser
Payor Phone	405-555-5555
Payor Email	Test.Epayuser@gmail.com
Payment Amount	\$50.00

**NOTE** Payor is a party on this case.

**STEP 5: BILLING INFORMATION**

1. On the Billing Information page, enter the following credit card information:
  - a. Card Number
  - b. Expiration Date
  - c. Name on Card
  - d. Security Code
  - e. Billing Address
  - f. Billing City
  - g. Billing State
  - h. Billing Country
  - i. Billing Zip

2. Select the **“Submit”** button when complete. The Done page will open.

*Tip:*

- If any of the required credit card values are not present or are incorrect, the following message will be displayed, **“One of the values provided was not valid. Re-enter valid Credit Card Information.”**
- To cancel the payment, select the **“Cancel”** button. The following message will display, **“Your payment has been canceled.”**

### BILLING INFORMATION

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#### PAYMENT SUMMARY

County	Case Number	Party	Payment Amount
Canadian	CF-2014-15	Test Epayuser	\$50.00

#### ENTER INFORMATION

**NOTE** It may take some time to process your payment once you click submit. Please don't close the window or click the back button while you're waiting.

Card Number\*

Expiration Date\* 01 ▼ 2015 ▼

Name on Card\*

Security Code\*

Billing Address\*

Billing Address 2

Billing City

Billing State

Billing Country  ▼

Billing Zip\*

**STEP 6: DONE**

1. On the Done page, the system will display **“Your payment was successful”** and the Payment Summary section displays the **Payment Amount and the Remaining Balance Due amount.**

The transaction was successfully processed.

## DONE

### PAYMENT SUMMARY

County	Case Number	Party	Payment Amount	Remaining Balance Due
Canadian	CF-2014-15	Test Epayuser	\$50.00	\$438.00

2. A copy of the Receipt will display, with the Court Clerk's Name, Courthouse Address and details of the online payment.
3. To print the receipt, select one of the following links:
  - “print your receipt” – this will send a copy of your receipt to a local printer
  - “open it in its own window” – this will display the receipt in a new browser window, where you may print or save a copy using the File menu.

### RECEIPT



**Marie Ramsey-Hirst**  
 Court Clerk of Canadian County, Oklahoma  
 MerchantID: 36245500889  
 301 N. Choctaw, El Reno OK 73036 405-295-6157

**COPY  
 RECEIPT FOR PAYMENT S.A. & I. 1743C**

Receipt # 2015-422867	Entered by: OSCNIEpay	Receipt Date: 01/21/2015			
<b>Paid By:</b>		<b>Payment Method(s)</b>			
Test Epayuser 113 N Oak Sallisaw, OK 74955-0000		E-Payment Visa Card amount of \$ 50.00 TransactionID: [REDACTED] Authorization Code: [REDACTED]			
Case #	Case Style	Party	Account	Item	Paid
CF-2014-15	STATE OF OKLAHOMA v. Test Epayuser	Epayuser, Test	AC01	AC01 Clerk Fees	\$ 48.75
CF-2014-15	STATE OF OKLAHOMA v. Test Epayuser	Epayuser, Test	AC09	AC09 Card Allocations	\$ 1.25
<b>Total Amount Applied to Balance(s)</b>					<b>\$ 50.00</b>

**REMAINING BALANCE DUE \$438.00**

Your payment was successful. You can [print your receipt](#) or [open it in its own window](#).

If you provided your email address, then a copy of the receipt will be emailed to you.

# HOW TO PAY A TRAFFIC CITATION

The e-Payments systems allows an individual to enter an online plea and pay traffic citations in select District Courts. Individuals must pay the entire balance due and know the case/citation number. However, if the individual does not know the case number, the system provides a convenient link to look up case information by name. The following provides step-by-step instructions how to make an online plea and pay a traffic citation.

## STEP 1: TERMS & CONDITIONS

1. Read the Terms and Conditions carefully. The information in this page will answer many frequently asked questions about e-Payments.

### TERMS & CONDITIONS

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2. Scroll down through to the bottom of the page. If you agree with the Terms and Conditions, select "I Agree. Let's Continue."

I AGREE. LET'S CONTINUE.

## STEP 2: SEARCH

1. On the Search page, **select the County** in which the citation was issued.
2. **Enter the Case Number or Citation Number.** If you do not know the case/citation number, you may search for it by selecting the "Look it up" link. This will open OSCN Court Records Search, where you may search for the case or citation number you want to pay.
3. Select the "Search" button.

1. Terms & Conditions ✓ 2. Search 3. Select Cost 4. Payor Information 5. Billing Information 6. Done

### SEARCH

County required  
Select a county

Case Number, Citation Number, or Payment Plan Number required  
Enter number

Example number formats

Court case number	CM-2017-100
Payment plan number	PP-OK-2019-25
Traffic citation number	M972124

**NOTE** Municipal and sheriff's office traffic citations will have different citation number formats.

**TIP** Don't know your case number or traffic citation number? [Look it up.](#)

BACK SEARCH

**STEP 3: SELECT COST**

1. On the Select Cost page, confirm the case displayed is the one you want to pay.
2. Select the **“Plea and Pay”** button. The Plea Summary window will open.

**SELECT COST** RESULTS FOR TR-2016-3061 IN ADAIR COUNTY

Party Name	Test User	<b>PLEA AND PAY</b>
Date of Birth	01/1990	
Offense(s)	1	

  

Offense SPEEDING 1 - 10 mph over	Initial Appearance Date 08/26/2017 09:00 AM	Offense Date 7/1/2017
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Minimum Fine and Costs	\$210.75
Amount Payable by Credit Card	\$210.75

**BACK**

3. Within the Plea Summary window –
  - a. Review the case party, cost information and offense for accuracy.
  - b. Read the “Notice to Defendant” section carefully.
  - c. Within the “Entry of Appearance and Plea” section, select the desired option.
    - I hereby enter a plea of guilty to the charge and agree to pay the total amount of the fine and costs
    - I hereby enter a plea of Nolo Contendere (no contest) to the charge and agree to pay the total amount of fines and costs.
4. Scroll down to the bottom of the page.
5. If you agree with the Entry of Appearance and Plea, select **“I Agree. Let’s Continue.”**

**PLEA SUMMARY**

County Adair	Case Number TR-2016-3061	Party Name Test User	Fines and Costs \$210.75
Offense SPEEDING 1 - 10 mph over	Offense Date 07/01/2017	First Appearance Date 08/26/2017	

**NOTICE TO DEFENDANT**

You must timely appear for arraignment in court as indicated on the summons, or any subsequent arraignment dates and times as set by the court, unless you choose to enter a plea of Guilty or Nolo Contendere (no contest) to the charge on or before such arraignment time.

You may enter such a plea online as provided below. An online plea must be entered before the first arraignment date. The court will enter a conviction in the case, and where applicable, points will be assessed against your driving record and/or other actions by the Department of Public Safety (DPS) may occur.

**ENTRY OF APPEARANCE AND PLEA**

By selecting 'I AGREE, LET'S CONTINUE.', I do hereby enter my appearance on the complaint charged on the summons, and enter the following plea to said offense as charged and waive my right to trial by court or jury.

I hereby enter a plea of guilty to the charge and agree to pay the total amount of fine and costs.

I hereby enter a plea of Nolo Contendere (no contest) to the charge and agree to pay the total amount of fines and costs.

**TIP** If you wish to appear in court and contest this matter, do NOT enter a plea here. Instead, select I DISAGREE. TAKE ME BACK.

Under Oklahoma law, a dishonored payment is considered NONPAYMENT of fine and costs. If your credit card payment is not successful, your online plea will not be accepted.

**ELECTRONIC SIGNATURE**

By selecting 'I AGREE, LET'S CONTINUE.', I declare I am the person named on the traffic citation that is being paid, and I AGREE that this action constitutes my legal signature confirming the statements herein. I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

**I DISAGREE.  
TAKE ME BACK.**

**I AGREE.  
LET'S CONTINUE.**

**STEP 4: PAYOR INFORMATION**

1. On the Payor Information page, enter the following Payor Information
  - a. First Name *(required)*
  - b. Last Name *(required)*
  - c. Phone Number *(required)*
  - d. Since the full payment amount is required, the system will automatically enter the Payment Amount; therefore, this field will be grayed out.
  - e. Email address *(this field is required if you want a copy of your receipt to be emailed to you)*
2. Select the “Next” button.

### PAYOR INFORMATION

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#### PAYMENT SUMMARY

County	Case Number	Case Party	Amount Payable by Credit Card
Adair	TR-2016-3061	Test User	\$210.75

#### ENTER PAYOR INFORMATION

**First Name** required

**Last Name** required

**TIP** You should enter your first and last names as they appear on your credit card.

**Phone Number** required

**Payment Amount**

**TIP** You must pay the entire bond amount when pleading.

**Email**

**TIP** Your email address is not required, but providing it will allow us to email a copy of your receipt.

**NOTE:** Be sure to have your credit card information available as it will be needed on the next screen.

BACK
NEXT

3. The Confirm window opens. Review the case information within the Confirm window. If this information is correct, select “Yes. Let’s Continue.” The Billing Information page will open.

### CONFIRM

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#### ARE THE FOLLOWING ITEMS CORRECT?

County	Adair
Case Number	TR-2016-3061
Party Name	Test User
Payor Name	Test User
Payor Phone	(555) 555-5555
Payment Amount	\$210.75

**PLEA** Nolo Contendere Plea

NO. TAKE ME BACK.
YES. LET'S CONTINUE.

**STEP 5: BILLING INFORMATION**

1. On the Billing Information page, enter the following credit card information:
  - a. Card Number
  - b. Expiration Date
  - c. Name on Card
  - d. Security Code
  - e. Billing Address
  - f. Billing City
  - g. Billing State
  - h. Billing Country
  - i. Billing Zip
  
2. Select the “**Submit**” button when complete. The Done page will open.

*Tip:*

- If any of the required credit card values are not present or are incorrect, the following message will be displayed, “**One of the values provided was not valid. Re-enter valid Credit Card Information.**”
- To cancel the payment, select the “**Cancel**” button. The following message will display, “**Your payment has been canceled.**”

### BILLING INFORMATION

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#### PAYMENT SUMMARY

County	Case Number	Party	Payment Amount
Adair	TR-2016-3061	Test User	\$210.75

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#### ENTER INFORMATION

**NOTE** It may take some time for the payment to process after the Submit button is clicked. Please do not close the window or click the BACK button on the browser while waiting for the payment to complete.

If your payment is not successful, your online plea will NOT be accepted; please contact the court clerk of the county in which you received your traffic citation to discuss payment options.

Card Number\*

Expiration Date\*

Name on Card\*

Security Code\*

Billing Address\*

Billing Address 2

Billing City

Billing State

Billing Country

Billing Zip\*

**STEP 6: DONE**

1. On the Done page, the system will display **“Your payment was successful”** and the Payment Summary section displays the **Payment Amount and the Remaining Balance Due amount, which will be \$0.00.**

Your payment was successful.

## DONE

### PAYMENT SUMMARY

County Adair	Case Number TR-2016-3061	Party Test User	Payment Amount \$210.75	Remaining Balance Due \$0.00
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2. A copy of the Receipt will display, with the Court Clerk’s Name, Courthouse Address and details of the online payment.
3. To print the receipt, select one of the following links:
  - “print your receipt” – this will send a copy of your receipt to a local printer
  - “open it in its own window” – this will display the receipt in a new browser window, where you may print or save a copy using the File menu.

### RECEIPT



Office of

**Nichole Cooper**

Court Clerk of Adair County, Oklahoma  
MerchantID: 36245599880  
220 West Division, Stillwell OK 74960-0426 918-696-7633

**COPY**

**RECEIPT FOR PAYMENT S.A.& I. 1743C**

Receipt # 2017-99202		Entered by: OSCNIEpay		Receipt Date: 07/26/2017	
<b>Paid By:</b>			<b>Payment Method(s)</b>		
[REDACTED]			E-Payment Visa Card [REDACTED] in amount of \$ 210.75		
TransactionID: [REDACTED]			Authorization Code: [REDACTED]		
<b>Case #</b>	<b>Case Style</b>	<b>Partv</b>	<b>Account</b>	<b>Item</b>	<b>Paid</b>

**REMAINING BALANCE DUE \$0.00**

Your payment was successful. You can [print your receipt](#) or [open it in its own window](#).

If you provided your email address, then a copy of the receipt will be emailed to you.

## FREQUENTLY ASKED QUESTIONS (FAQ)

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**Question** My case / citation was not filed in any of the counties listed. What can I do?

Answer: *Please contact the Court Clerk in the county in which the case/citation was filed.*

**Question** My case is not eligible for e-Payment. Why?

Answer: *Only CF (Criminal Felony), CM (Criminal Misdemeanor), TR (Traffic) and WL (Wildlife) cases are eligible for online payments at this time. All other cases are not eligible. In addition, cases that were closed prior to 1/1/2005 are not eligible for e-Payments.*

**Question** My case shows an Amount Owed and an Amount Payable by Credit Card. What is the difference?

Answer: *There are certain costs that cannot be paid by credit card. A few examples are costs related to restitution and certain bail or bond amounts.*

**Question** A warrant has been issued on my case. If I make a full e-Payment, will the warrant be recalled?

Answer: *Not automatically. Additional action by the Court Clerk is necessary to recall a warrant. If you know there is a warrant on your case and you are making a payment, contact the Court Clerk to notify them of your online payment and ask them about the warrant.*

**Question** My payment is due today. What is the latest time I can make an e-Payment?

Answer: *Please make your payment as soon as you can or call the Court Clerk's office before close of business to ask about making your payment over the phone. Do not wait until the last minute. Although it is a convenience to make online payments after business hours, you should strive to make your online payments prior to your due date to allow sufficient processing time.*

**Question** I forgot to enter an email address or print my receipt after I made the e-Payment. Now I don't have a copy of my receipt. How do I get a copy for my records?

Answer: *Please contact the Court Clerk's office for a copy of your e-Payment receipt. You can also bookmark the receipt URL, add the URL to favorites or save the URL of the receipt when it is displayed on the screen. Your email address is not saved in the E-Payments system.*

## FREQUENTLY ASKED QUESTIONS (FAQ)

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**Question** I thought the first e-Payment I made did not go through, so I made another e-Payment. Now I have two duplicate e-Payments on my credit card statement. What do I do?

**Answer:** *Please contact the Court Clerk for a refund or you can choose to apply the second e-Payment to your outstanding court costs.*

**Question** May I pay my Traffic citation online?

**Answer:** *Yes. You must enter a plea of “Guilty” or “Nolo Contendere” (no contest) and pay the full citation amount. You must enter an online plea for a Traffic citation AFTER the case has been filed in the court and BEFORE the first court date. In order to resolve your Traffic citation online, you must pay the full cost due when you submit the plea. You will not be allowed to pay any amount less than the full cost due.*

**Question** What shall I do if I do not want to enter a plea of ‘Guilty’ or ‘Nolo Contendere’ (no contest)?

**Answer:** *Please contact the Court Clerk to enter a ‘not guilty’ plea. The Court Clerk will instruct you when and where to appear in court.*

**Question** I have more questions. How do I get help?

**Answer:** *Please contact the E-Payments Support Team at [e-Support@oscn.net](mailto:e-Support@oscn.net). The E-Payments Support Team operational hours are Mondays through Fridays from 8:00 AM to 5:00 PM. Any emails received outside of business hours and over the weekend will be handled the next business day in the order they were received.*