Guide to Paying your Court Costs ONLINE
Using "Search by NAME"

1)   Go to www.ujsportal.pacourts.us

2)   Click on "eCommerce-ePay" on top right side of screen

3) Select make a Payment by Name

I want to make a payment on my court case and I have the...

Citation Number for the court case

Payment Plan Number for the court case

Docket Number for the court case

Name of the person ← **click here**

Name of the organization/compan

4) Select Court of Common Pleas (If paying for a Probation/Parole case)

* Court Type:

Court of Common Pleas ← **click here**
Magisterial District Court
Philadelphia Municipal Court

5) Select "Court of Common Pleas" from Drop Down Box, enter your "name" and "D.O.B". You then need to select "Delaware" from Court County--- then click "Search"

* Court Type: Court of Common Pleas
* Last Name:
  (Exact Last Name)
* First Name:
  (Example: James or Ja)
  Case Type: Criminal
  and any combination of
  Zip Code:
  Date of Birth: __/__/____
  Offense Date: __/__/____ through __/__/____
  Court County: Delaware

enter: name & DOB

Search   Clear

then click search

6) Select the case by checking the box on the left, then click "add to cart"

		Docket Number	Short Caption	Filing Date	County	Case Status	OTN	Date of Birth
☑	🔍	CP-23-CR-000: I-2007	Comm. v. _____ John	4/9/2007 8:52:00 AM	Delaware	Closed	L336 ⁻¹	11/18/1⁹
☐	🔍	CP-23-CR-0006⁻ ⁻-2007	Comm. v. .... John	10/9/2007 10:23:00 AM	Delaware	Closed	K655: ¹²	11/18/1⁹
☐	🔍	CP-23-CR-0006 -2008	Comm. v. .... John M.	10/23/2008 12:23:00 PM	Delaware	Closed	K524....	11/18/19⁻⁻

Add to Cart

select case, then click
add to cart

7) Enter the amount to be paid:

*** Note it is ok to enter an amount less than current balance, you would enter the amount and click checkout then "checkout with underpayment"*

Docket/Payment Plan Number	Description	Current Balance	Amount to Pay	
CP-23-CR-0001⁻,⁻-2009	Comm. v. ....., ...	$521.50	$ [ ]	Remove
		Subtotal:	$521.50	

Add Another   Checkout

enter amt.
to be paid

then click
checkout

8) Follow instructions to enter address and credit card information to complete your payment.