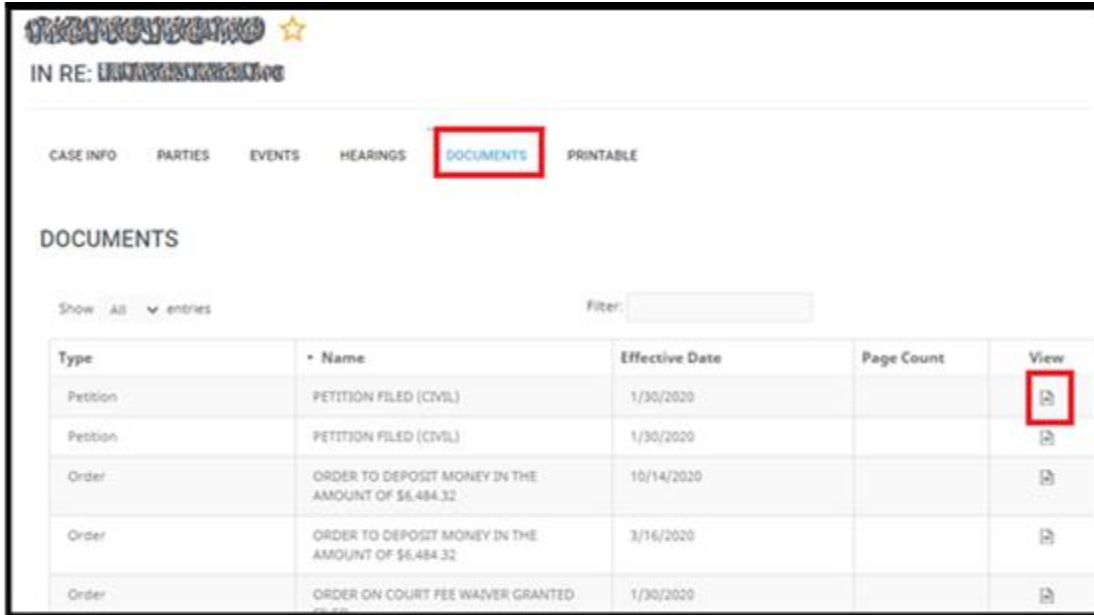


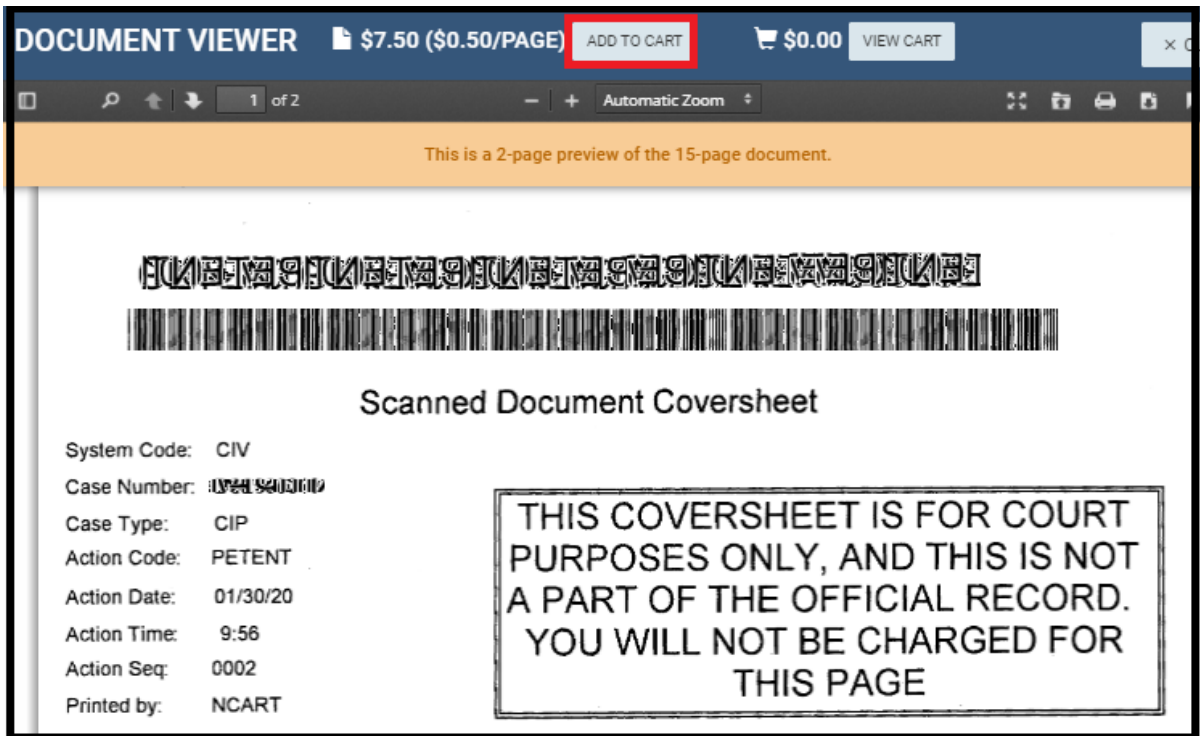
Court Access Portal – Document Purchasing

- 1) From a case, click on the “documents” tab, then click on the document picture in the “view” column for the document you wish to purchase.



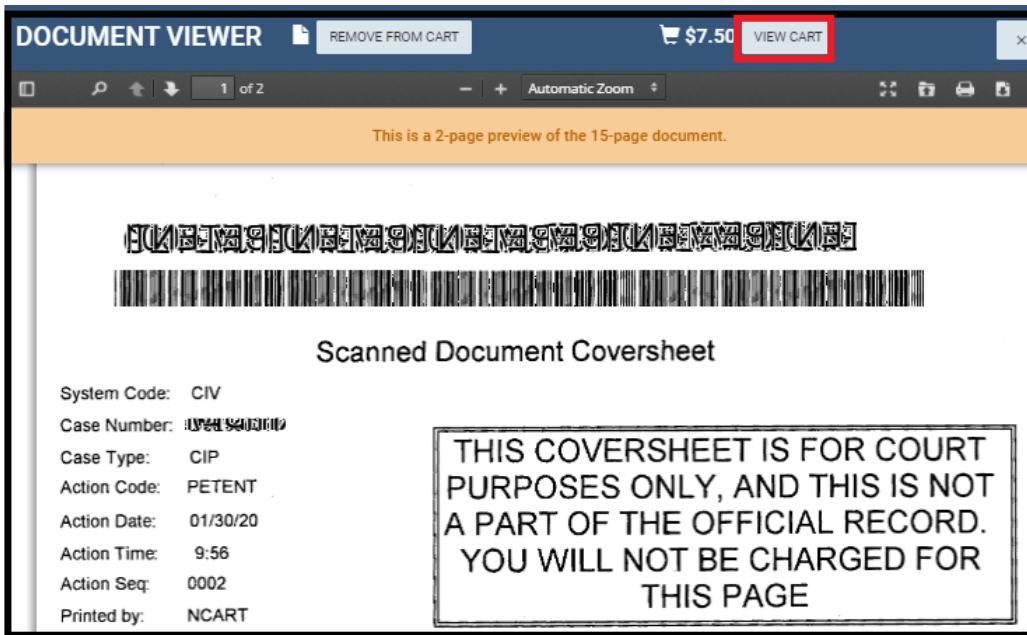
a.

- 2) A two page preview will display. If this is the document you wish to purchase, click on “add to cart”.
 - a. If the document is only 2 pages you will not be charged for downloading them.
 - i. DISCLAIMER: The number of preview pages allowed is subject to change.



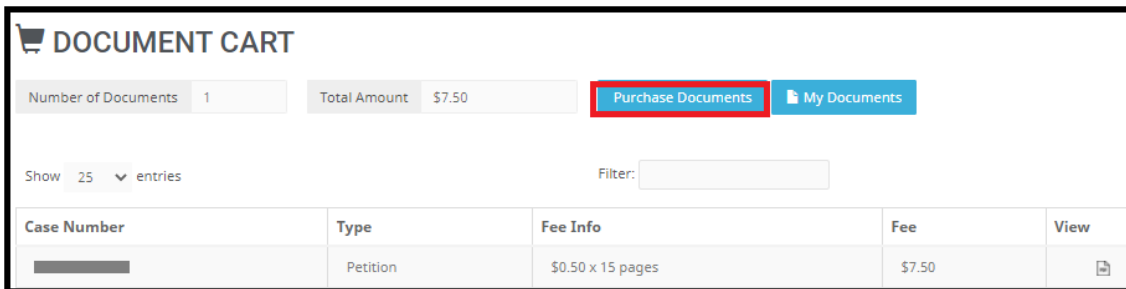
b.

- 3) You can repeat this process to add other documents to your cart.
- 4) Once you are ready to checkout, click the “view cart” button.



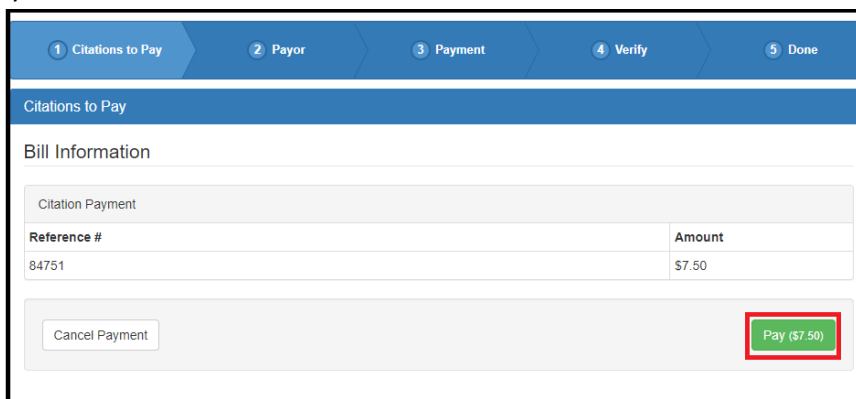
a.

5) Verify the cart contents and click “Purchase Documents”



a.

6) Click “Pay”




a.

7) Fill in all fields with personal and credit card information.

1 Citations to Pay 2 Payor 3 Payment 4 Verify 5 Done

Payment Information

Credit Card eCheck

Card Number * 

Name on Card *

Month * Year * Security Code *

Amount	\$7.50
Convenience Fee	pending
Total	pending

Card Holder Information

Same as Payor Information

First Name * Middle Name Last Name *

Address *

City * State *

Postal Code * Country

Phone Number * Email

a.

8) Verify information, accept the terms and click "Submit Payment"

Review the information below, then click "Submit Payment"

Bill Information

Citation Payment	
Reference #	Amount
84751	\$7.50

Personal Information

Full Name


Address

Phone Number

Mobile Phone Number

Email Address

Payment Information

Card Number  Mastercard Credit ending in

Full Name

Address

Phone Number

Amount	\$7.50
Convenience Fee	\$0.20
Total	\$7.70

PAYMENT TERMS AND CONDITIONS

CONVENIENCE FEE

A convenience fee is charged by Heartland Payment Systems for making payments on this website. The convenience fee is 2.60 % and will appear as a separate transaction on your monthly statement. The convenience fee is included in or has been added to your payment.

AUTHORIZATION

I agree to the Terms and Conditions

Cancel Payment Back **Submit Payment**

a.

9) An e-mail receipt will be sent once the transaction is completed.