

How To Make an Online Payment

From the *Santa Cruz Superior Court Online Services* Page, please follow these steps to make an online payment.

Step 1 – Click the pull down arrow (carrot) and choose the *Party Name* option. Then enter your name and date of birth into the required boxes

Step 2 – Click the Submit button

The search results will display your case with a case number(s). You may see multiple cases if you have other cases in Santa Cruz County with outstanding fines due. Select the one for which you want to make a payment.

Step 1 – Click the check box next to the case for which you want to make a payment. You will see the charges appear below the case number

Step 2 – Click *Continue*

Step 1 – Select the payment option that you would like to use. Pay in full means that you want to pay the entire fine at once. You may also see payment plan as an option if you have set up a payment plan with the court in advance.

Step 2 – Verify the amount that you want to pay. To pay in full, the amount must match the balance due. For a payment plan, be sure to change the amount to match the minimum due amount.

Step 4 – Check the box indicating that you agree to the terms and conditions for making an online payment.

Step 3 – Read the Disclaimer for important information and follow the instructions.

Step 5 – Click the *Add Payment Details* button and the Payment Details screen will display in order for you to complete the payment process.