

## Public Quick Guide for Online Payments

Online payments are available for most cases in the counties that have transitioned to the iCourt Portal. Please read through this entire guide to better understand the steps for making online payments.

Online payments can be made for the following types of cases:

- Infractions
- Payable Misdemeanors
- Juvenile cases, Misdemeanors, and Felony once the initial appearance has been made and the court fees have been assessed

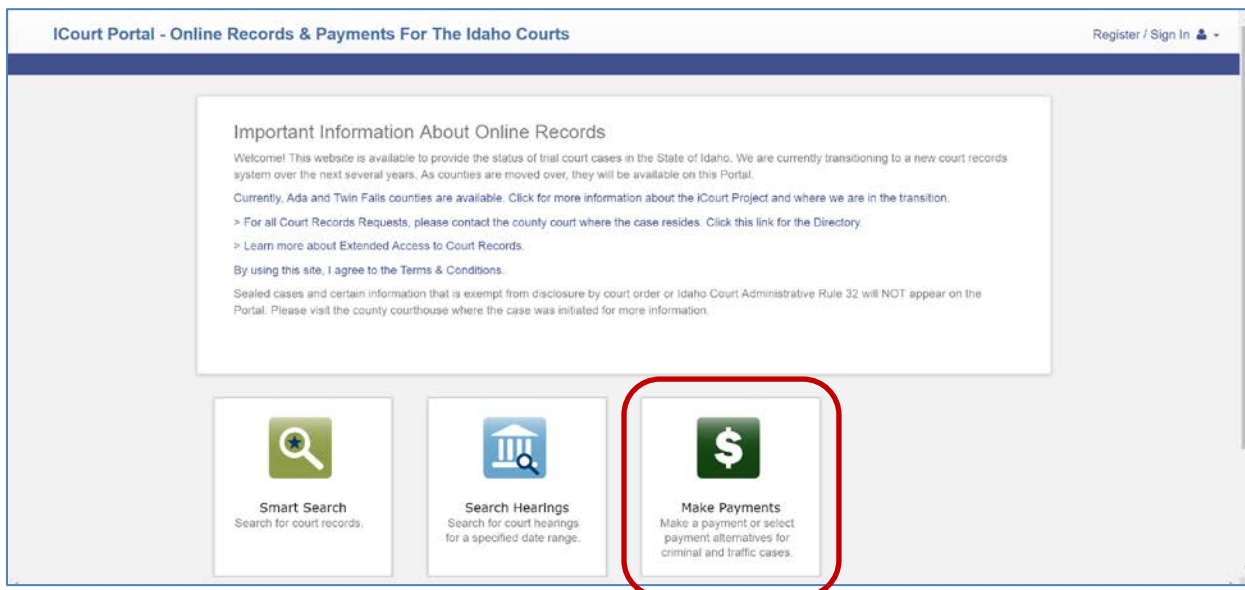
Online payments cannot be made in the following situations:

- Cases “In Collection” status
- Cases with a mandatory court appearance, where the appearance has not yet been made
- Sealed cases

### Step by Step instructions for making an online payment

#### Step ① - Go to the Portal and Select “Make Payments”

Go to the iCourt Portal at: <https://mycourts.idaho.gov/> and click on “Make Payments”.



## Step ② - Select How You Want to Look up Your Case

There are several options for looking up a case to make a payment on:



The screenshot shows the 'Make Payments' section of the ICourt Portal. A dropdown menu is open, displaying the following options: Summons Number, Case Number, Party Name, Business Name, and Driver's License. A red arrow points to the dropdown menu.

Select how you want to look up your case:

- **Summons Number** – This field can be used to look up a case by *Citation Number*.
- **Case Number** – Enter the entire case number. You can enter it with or without dashes.  
*For example:* CR-01-2016-1234 or CR0120161234 or CR-MD-2016-1234 or CRMD20161234
- **Party Name** – Last Name, First Name, and Date of Birth are required
- **Business Name** – The business name must be entered exactly as it appears on the case. If there's a question about spelling, you are encouraged to use a wildcard\* search using a portion of the business name and an asterisk\* (the wildcard) to search for all possibilities beyond that asterisk. For example, for Walmart, enter Wal\* for all possible entries of: Wal Mart, Wal-Mart, or Walmart, etc.
- **Driver's License** – The user must enter the issuing State and Driver's License Number. This search option is only available if the Driver's License number was entered on the case.

Once you've selected how you want to look-up the case and have entered the search criteria, the steps for making an online single payoff or payment on an established payment plan are below.

## Step ③ - Verify You Are Making a Payment on the Correct Case

First, you'll be asked to verify the case you want to make a payment on. You will be shown the **Citation/Case Number, File/Citation Date, Name, and Balance** on the case:



The screenshot shows the 'Search Results' section of the ICourt Portal. A table displays search results with the following columns: Citation/Case Number, File/Citation Date, Name, and Balance. A 'Print' button is visible in the top right corner.

<input type="checkbox"/>	Citation/Case Number	File/Citation Date	Name	Balance
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

If this is the correct case, you must check the box next to the citation/case number and click Continue.

*Note: If you are making a payment on an established payment plan, your payment amount will be shown on the screen after you click "Continue":*

I Court Portal - Online Records & Payments For The Idaho Courts Register / Sign In

1 Make Payments      2 Search Results

Print

### Search Results

<input checked="" type="checkbox"/> Citation/Case Number	File/Citation Date	Name	Balance
<input checked="" type="checkbox"/> [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
118-8004 {M} - Driving Under the Influence			

1 - 1 of 1 Items

Subtotal: [REDACTED]  
Transaction Fee: [REDACTED]  
Total Amount: [REDACTED]

**Continue**

### Step ④ - Enter the Payment Amount (if Making a Payment on a Payment Plan)

The following screen is where you will be presented with the option to enter the payment amount for accounts on an established payment plan. By default, the "Amount to Pay" has the full balance due. However, the "Minimum Due" column, should provide you with your agreed upon payment amount if you're making a payment on an established payment plan. This amount should be entered in the "Amount to Pay" field. Changing the Amount to Pay to the correct payment amount will also adjust the transaction fee. The transaction fee is a 3.5% credit card processing fee.

Citation/Case Number	Name	Balance	Minimum Due	Amount to Pay
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Subtotal: [REDACTED]  
Transaction Fee: [REDACTED]  
Total Amount: [REDACTED]

**Disclaimer**

I agree to the Terms and Conditions

**\*Please note there is a 3.5% credit card transaction fee on all online payments.**

Back Add Payment Details

## Step ⑤ - Agree to Terms and Continue to Payment Details

Once the Amount to Pay has been adjusted (if necessary) and you are ready to enter your payment method, you must check the box agreeing to the Terms and Conditions and click Add Payment Details.

Citation/Case Number	Name	Balance	Minimum Due	Amount to Pay
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Subtotal:				[REDACTED]
Transaction Fee:				[REDACTED]
Total Amount:				[REDACTED]

**Disclaimer**

I agree to the Terms and Conditions

\*Please note there is a 3.5% credit card transaction fee on all online payments.

[Back](#) [Add Payment Details](#)

## Step ⑥ - Enter Payment Details

You must enter your credit card information and click "Continue":

Transaction Summary - Total Amount: \$ [REDACTED]

After clicking Process Payment, please do not click the Back button, Cancel button or refresh the page. You will be automatically redirected after your payment is processed.

### Cardholder Information

Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (\*) are required fields.

Card Type  \*

Card Number  \*

Exp Month  \* Exp Year  \*

CVV Code  \* [CVV Help](#)

Name on Card  \*

Address Type  US  Foreign

Address Line 1  \*  
Street address, P.O. box, company name, c/o

Address Line 2   
Apartment, suite, unit, building, floor, etc.

City  \*

State  \*

Zip Code  \*

[Continue](#)

## Step ⑦ - Review and Submit

Review the information and Process Payment:

Transaction Summary - Total Amount: \$ [REDACTED]

After clicking Process Payment, please do not click the Back button, Cancel button or refresh the page. You will be automatically redirected after your payment is processed.

### Billing Detail

Card Type	MASTERCARD
Card #	*****5454
Exp Date	04/20
CVV Code	***
Name on Card	John Doe
Address Type	US
Address Line 1	1234 W. Idaho St.
Address Line 2	
City	Boise
State	ID
ZIP Code	83702

---

### Terms and Conditions

This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

## Step ⑧ - Receive Confirmation & Email Yourself a Receipt

The payment is complete and you have the option of emailing the receipt to an email address.

### Payment Complete

Your payment was processed successfully. Please allow up to 24 hours for the payment to post and be reflected on your case balance. Please print this page as a confirmation of your transaction.

Citation/Case Number	Party Name	Amount Paid
[REDACTED]	[REDACTED]	[REDACTED]

---

Amount: [REDACTED]

Receipt Number: 109

### Disclaimer

\*Please note there is a 3.5% credit card transaction fee on all online payments.

Enter email address

