

iCourt Portal 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: <u>https://mycourts.idaho.gov/</u> and click on "Make Payments".

Court Po	ortal - Online Records & Payments	For The Idaho Courts		Register / Sign In
	Important Informati	on About Online Records		
	Welcomel This website is avail system over the next several y	able to provide the status of trial court case ears. As counties are moved over, they will	s in the State of Idaho. We are currently transitioning to a new co be available on this Portal.	urt records
	Currently, Ada and Twin Falls	counties are available. Click for more inform	ation about the iCourt Project and where we are in the transition.	
	> For all Court Records Reque	sts, please contact the county court where t	the case resides. Click this link for the Directory.	
	> Learn more about Extended	Access to Court Records.		
	By using this site, I agree to the	e Terms & Conditions		
	Sealed cases and certain infor	mation that is exempt from disclosure by co	urt order or Idaho Court Administrative Rule 32 will NOT appear o	on the
	Forance reasons the second	AND REAL REPORTS OF LARCE AND RELEASED FOR	Concerning and Concer	
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	\sim	<u></u> Q.	v	
	Smart Search	Search Hearings	Make Payments	
	dearch for court records.	for a specified date range.	payment alternatives for	
			criminal and traffic cases.	

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:

iCou	rt Portal - Online records & payments for the Idaho courts	Register / Sign In 🛔 🔹
	Make Payments	*Required
	Basic Search Options	?
	* Select Search Type	
	Citation Number	
	Case Number	
	Party Name	
	Business Name	
	Driver's License	

Select how you want to look up your case:

- Citation Number Enter the entire citation number. You can enter it with or without dashes.
- **Case Number** Enter the entire case number. You can enter it with or without dashes. *For example:* CR-01-2016-1234 <u>or</u> CR0120161234 <u>or</u> CR-MD-2016-1234 <u>or</u> 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:

Court Portal - Online Records & Payments For The Idaho Courts				Register / Sign In
		1 Make Payments	2 Search Results	
				Print
Searc	h Results			
	Citation/Case Number	File/Citation Date	Name	Balance

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":

Court Portal - Online Records & Payments For The Idaho Courts			Register / Sign In	
		0		
	Make Payments	Search Results		
			Print	
Search Results				
Citation/Case Number	File/Citation Date	Name	Balance	
118-8004 {M} - Dri	ving Under the Influence			
	items per page	Subtotal:	1 - 1 of 1 items	
		Transaction Fee:		
		Total Amount:	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	finimum Due	Amount to Pay
		Tra	Subtotal: ansaction Fee: Total Amount:	
Disclaimer	nditions			
*Please note there is a 3.5% cre	dit card transaction fee on all on	line payments.	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/Ca	se Number	Name		Balance	Minimum Due	Amount to Pay
					Subtotal: Transaction Fee: Total Amount:	
Disclaimer	e Terms and Conc	itions				
*Please note the	re is a 3.5% credit	card transaction fee on all	l online payments.		Ad	d Payment Details

Step 6 - Enter Payment Details

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

Transaction Summary - To	otal Amount: \$
After clicking Process Pay automatically redirected a	ment, please do not click the Back button, Cancel button or refresh the page. You will be fter your payment is processed.
Cardholder Inform	ation
Enter the information as it appea	rs on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.
Card Type	*
Card Number	•
Exp Month	• * Exp Year • *
CVV Code	* <u>CVV Help</u>
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:

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

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.

balance. Please print this page as	a confirmation of your transaction.	
Citation/Case Number	Party Name	Amount Pa
		Amount:
Receipt Number: 109		
Disclaimer		
*Please note there is a 3.5% cred	it card transaction fee on all online payments.	

What you will see if your account is ineligible for online payment:

Account in Collections-

Court Portal - Online Record	ds & Payments For The Ida	aho Courts	Register / Sign In
	0	0	
	Make Payments	Search Results	
			Print
Search Results			
Citation/Case Number	File/Citation Date	Name	Balance
<mark>⊘</mark> The minimum paymer	t due includes the sum of any prio	r outstanding payments	
Accounts in Collection	ns are ineligible for payment onlin	e. Please contact the Court where	your case resides.
l18-3316 - Firearm-u	nlawful Possession By Convicted	Felon	
			1 1 61 16-00-
	ns per page		I - I of I items
		Subtotal	
		Total Amount	*
			Continue

Mandatory Court Appearance, when the initial appearance has not yet been made and fees have not yet been assessed to the case-

ICourt Portal - Online	urt Portal - Online Records & Payments For The Idaho Courts		
	Make Payments	Search Results	
			Print
Search Res	sults		
No payments match	ed your selection criteria.	t show up for court before your case is el	inible for
payment.		· · · · · · · · · · · · · · · · · · ·	