

# CitePayUSA Best Practices for Montana COLJ

CitePayUSA is an online payment method, fully integrated with FullCourt, allowing defendants to pay their court obligations through the Internet. Settings in the FullCourt statute table largely determine which payments can be made through CitePay, with some exceptions explained in this guide.

CitePay charges a 5% fee to the payer, the fee being retained by CitePay to provide the service, resulting in the entire amount owed to the Court being collected and deposited automatically into the Court bank account.

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**What can be paid through CitePay?** There are three general categories of the types of payments that can be made through CitePay.

- Pay and Bond Forfeit
  - available immediately for payment through CitePay after entry in FullCourt
  - for violations where no appearance is required
  - the defendant authorizes the forfeiture of the bond – “Bond Forfeited” will be entered as the plea and finding on the case.
  - pays the entire default amount
- Pay after disposition
  - these violations are made available for CitePay payment after a disposition is entered on the case and fines and fees are assessed
  - the defendant pays the entire amount unless an Agreement Plan is in effect
  - this can include Restitution, which will **always** be collected as a first priority over fines/fees
- Time Payments by Agreement
  - the violation will be available for partial payments of a minimum amount as long as the following two fields are completed on the Agreement tab of a criminal/ticket case:
    1. Payment Plan in effect – this checkbox must be checked ☒
    2. Minimum payment field must be filled
  - this can include Restitution, which will **always** be collected as a first priority over fines/fees

**Criminal Case (Misdemeanor)**

Case: 2008-0020-MD

Closed pending clerk action 2/7/2008

Judge: Alan S. Kirk 008  
Prosecutor: [none]  
Filing date: 02/07/2008  
Case subtype: Misdemeanor

Appellate case number:   
☐ Appealed Appeal date: 00/00/0000  
☒ Physical file Remand date: 00/00/0000  
Under advisement: 00/00/0000

Amount due: 343.00

File location: Repository Previous case:   
Comment:   
Created by: FULLCOURT on 02/07/2008 01:51 PM Updated by: FULLCOURT on 02/07/2008 01:51 PM

Defendant **Agreement**

Jane, Gracie  
Attorney: [none]  
Agreement date: 00/00/0000  
Agreement to pay terms:   
Payment plan in effect: ☒  
Minimum payment: 40.00

Find Underlines or use <Ctrl> + right arrow key

Created by: FULLCOURT on 02/07/2008 01:51 PM Updated by: FULLCOURT on 02/21/2008 08:28 AM

Case options  
0 Case Time Limits  
Change Status  
0 Consolidated Cases  
0 Exhibits  
1 Judge  
Ledger  
Physical File  
0 Prosecutors  
0 Reminders  
Status History  
0 Witnesses

Defendant options  
0 Arrest Warrants  
0 Attorneys (Alt K)  
0 Bench Warrants  
0 Bonds (Alt Q)  
1 Charge (Alt Z)  
Disposition Entry  
0 Document Service  
0 Hearings  
0 Minutes  
Overdue History  
0 Officer Subpoenas  
Party  
Probation  
4 ROA's  
0 Summons  
0 Time Limits  
0 Victims

Label Print CaseMail Reset Appear Date New Save Delete Close

## Obligations that cannot be paid through CitePay include:

- those for which an appearance is required (until court action is taken)
- those that are marked “accident” on the citation, even if they are not otherwise “appearance required” citations (until court action is taken)
- a violation that has not yet been registered in FullCourt
- specific charges that have been marked as ineligible (example below)
- individual parties that have been marked as ineligible (example below)
- certain cases during the start-up of CitePayUSA. See the section “Start-Up Considerations,” page 5.

## Restricting payment for a specific charge

If you would like to restrict the defendant from making CitePay payments for a **specific charge**, check the corresponding box in the charges window, disposition tab, as shown in the example below.

The screenshot shows the 'Criminal Charges' window with the 'Disposition' tab selected. The case is 'TK-2010-0003569' for defendant 'Bear, Yogi'. The charge is '201004 61-3-301(1) Operating a Vehicle Upon Public Highways W/O License Plates'. The 'Disposition' tab is active, and the 'Finding' is 'Bond Forfeited'. The 'Disposition date' is '11/03/2010'. The 'Sentencing date' is '00/00/0000'. The 'Sentencing defer date' is '00/00/0000'. The 'Modified sentence' is '00/00/0000'. The 'Relinquished jurisdiction' is '00/00/0000'. The 'Retained jurisdiction' is '00/00/0000'. The 'License suspension' is '00/00/0000'. The 'License suspension date' is '00/00/0000'. The 'License suspension reported' is '00/00/0000'. The 'License compliance date' is '00/00/0000'. The 'License compliance reported' is '00/00/0000'. The 'ineligible for E-Payments' checkbox is checked. The 'Options' section shows 'Fine/fees Assessed: 85.00' and 'Balance: .00'. The 'Fines/fees summary' section is empty. The 'Collection date' is '00/00/0000'. The 'Collections reported date' is '00/00/0000'. The 'Created by' is 'SUPPORT on 11/03/2010 11:31 AM'. The 'Updated by' is 'EPAYMENTS on 11/03/2010 03:16 PM'. The 'Statute Lookup' button is at the bottom left. The 'New', 'Save', 'Delete', and 'Close' buttons are at the bottom right.

## Restricting an individual from making CitePay payments in general

If you would like to restrict an individual from making any CitePay payments, check the corresponding box in the Party Detail window, as shown in the example on the next page. **Note that this will make the party unable to make an online payment for any obligation, no matter what the case or charge.**

**Party Detail**

Last name: **Bear** First name: **Yogi** Middle name:  Suffix:

Company name:  Last payment date: **11/3/2010**

Mailing address:

City: **Billings** State: **MT** Zip:

Street address:

City:  State:  Zip:

Phone Home:  Work:

Employer:  Bad check: ☐

SSN:  DOB: **08/08/1968** Bad check paid: ☐

Drivers license:  State:  Commercial: ☐

Sex: ☐ Male ☐ Female ☐ None License expires: **00/00/0000**

E-Mail:

Race:  Eyes:  Juvenile ID:

Hair:  Inmate number:

Language:  Height:  Other ID:

Custody status:  Weight:

Urinalysis:  Died: **00/00/0000** State ID:

Place of death:

Bankruptcy stay: ☐

Body marks:  **Ineligible for E-Payments:** ☒ ←

General comment:  Clerk only comment:  Party number: **299087**

Created by: SUPPORT on 11/03/2010 11:31 AM Updated by: SUPPORT on 11/03/2010 11:47 AM

**Party Options**

- Adjustment History
- 0 Addresses
- 0 Aliases
- Change Due Date
- 0 Employers
- History
- 0 Old Cases
- 0 Party Contacts
- Probation Details
- Transactions
- .00 Unapplied Receipts
- Unclaimed Property

**Print** **New** **Save** **Delete** **Close**

## Case obligations requiring full payment if paying online

For any specific case, there is an option to indicate that no online partial payments are to be accepted. This forces the defendant to pay the entire obligation owing on the case if using CitePayUSA. To enforce this option, check the box in the bottom left corner of the main case screen, as shown below.

**Defendant** **Agreement**

Defendant 1 of 1

**Malloy, Moose** Money due: **11/17/2010** Extension date: **12/17/2010** Hold date: **00/00/0000**

Attorney: [none]

Speedy Trial date: **00/00/0000**

Initial Appear: **00/00/0000** ☐ Attorney waiver Amount due: **9.00**

Custody status: **None**

MANS:

Bond ordered: **85.00**

Probation officer: [none]

Appearance / Hearing date:

☒ No online partial payments ←

☐ Non-jury trial held  
☐ Jury trial held  
☐ No trial held

Created by: SUPPORT on 11/17/2010 07:06 AM Updated by: SUPPORT on 11/17/2010 07:37 AM

**Defendant options**

- 0 Arrest Warrants
- 0 Attorneys (Alt K)
- 0 Bench Warrants
- 0 Bonds (Alt Q)
- 1 Charge (Alt Z)
- Disposition Entry
- 0 Document Service
- 0 Hearings
- 0 Minutes
- Overdue History
- 0 Officer Subpoenas
- Party
- Probation
- 6 ROA's
- 0 Summons
- 0 Time Limits
- 0 Victims

**Label** **Print** **CaseMail** **Change Case Type** **Reset Appear Date** **Images** **New** **Save** **Delete** **Close**

## Hearing Result, ROA and Case Closed Processing

For a single-charge “Pay and Bond Forfeit” case or for a case at the time when all obligations are paid/in full compliance, FullCourt will process the following:

- create ROA to record plea/finding of Bond Forfeited (if Pay and Bond Forfeit)
- insert the plea and finding in the Charges window (if Pay and Bond Forfeit)
- create ROA to record fines/fees (if Pay and Bond Forfeit)
- create ROA for the receipt and show the fines/fees as paid
- if all other payment and compliance requirements in the case are met, FullCourt will create an ROA of “case status changed,” change the status to DISPOSED and close the case. Note that CitePay does not cause a case to be closed; FullCourt still uses the normal checklist to determine if a case can be closed. For example, all restitution must be disbursed, all other sentences need to be completed, there can be no document service or warrants outstanding, no hearings without results and so on.

## CitePay may affect Driver License Suspensions and Overdue Processing

A defendant may pay an amount due that will have an impact on the suspension of his driver license. You will not get any special notification of this. Therefore, when processing suspensions, you will want to check the **EPayment Payments Received Report** before suspending the license. This report is discussed on pages 16-17.

CitePay is setting Next Payment Due dates in a manner that may be different than payments made through FullCourt. Currently (3/2011), CitePay automatically sets extension dates to 30 days from the last *extension* date. This usually results in a different date than if you were resetting from the *payment* date. The following example indicates the rules currently in effect for payments made through CitePay:

- Extension date of 2/19/2011 results in overdue on 3/10.
- If this is paid on 3/10, the extension date is automatically reset to 30 days from 2/19, which is 3/14.
- If the same payment is made through FullCourt, it would set an extension date of 4/10.
- For cases without a beginning extension date, the extension date will be set 30 days from the date a payment is made. This is the same whether the payment is made through CitePay or FullCourt.

Courts have the option of manually resetting the extension dates. Note that the receipt provided to the payer from CitePay will include a Next Payment Due Date (example on page 12). If you reset the date manually, you may need to send the defendant a notice that the Next Payment Due Date has changed. You can use the **EPayment Payments Received Report** (pages 16-17) as a worksheet to reset overdue dates if you choose to do so.

## Start-Up Considerations

When CitePayUSA is first implemented, all charges that are or will be eligible for payment will be payable from CitePay with the following exception:

- **Existing Time-Pay Agreements** will not be available in CitePayUSA until the two fields in the Agreement tab are completed: Payment Plan in Effect and Minimum Payment Due (see page 2). As a defendant comes in to make a payment, these fields can be filled in and the defendant can be informed of the new online payment option.

**Advertising the option to use CitePayUSA:** clerks, along with law enforcement agencies, may want to include labels on the back of the paper citations or other printed materials handed out at the time a citation is issued, letting violators know about the new option to use CitePayUSA. Some courts are publishing the information on their websites.

The Montana Highway Patrol will be incorporating the following on their citations printed through the SmartCop system: **PAY CITATIONS ONLINE AT: “Court CitePay Website” link**

## Monetary Processing in FullCourt

The user ID **EPAYMENTS** is used to stamp all of the transactions that are created through CitePayUSA. Each CitePayUSA payment will create an individual receipt in FullCourt.

The **receipt** is the same as all other FullCourt receipts, with the total showing on the line item “E-payment amount.” The receipt always shows the date and time when the actual payment is made.

**Receipts Detail**

Receipt: **170235**    **11/03/2010 03:16 PM**    Case: **TK-2010-0003569**    **Criminal Payment**

Party: **Bear, Yogi**

Payor: **Bear, Yogi**

Check amount: **.00**    Check number:

Cash amount: **.00**    Bank name:

Money order amount: **.00**    Credit card number:

Credit card amount: **.00**    Credit card expiration:

Debit card amount: **.00**    Entry date/time: **11/03/2010 03:15 PM**

Cashiers check amount: **.00**    Entry user: **EPAYMENTS**

Direct deposit amount: **.00**    Last changed by: **EPAYMENTS**

E-payment amount: **85.00**    Change datetime: **11/03/2010 03:15 PM**

Unapplied transfer amount: **.00**    Transaction no.: **48082342**

Total: **85.00**

Receipt	Receipt Date / Time	Amount
170235	11/3/2010 15:16:15	
	Fine	50.00
	Misdemeanor County	7.50
	Misdemeanor State	7.50
	Technology Surcharge	10.00
	Law Enforcement Academy	10.00
	<b>Receipt total:</b>	<b>85.00</b>

Change Header    Print    Close    Help

See page 16 for instructions on how to run an EPayment Payments Received report. This will list all of the CitePay receipts for any specified time period.

At the end of the day when doing the **Cash Balance**, the amount of epayments is included below the cash count line as part of "Direct Deposits." The cash and checks portion is processed as usual.

**Cash Balance**

Beginning: 11/05/2010 10:36 AM zeros for  
Ending: 11/26/2010 10:30 AM all dates  
Judge: Herman, Larry D. or times  
Case types: ☒ Criminal ☒ Civil ☒ Non case miscellaneous

User: All Users  
ABLACK  
ACCTCLERK  
ACTIVE  
ADMINCLERK  
ADMINJUDGE

Retrieve  
Refresh

Tally currency and change		Count	Reported	Difference	
\$100	0.00	Cash:	120.00	120.00	0.00
\$50	0.00	Checks:	.00	0.00	0.00
\$20	4 80.00	Cashiers Checks:	.00	0.00	0.00
\$10	3 30.00	Money Orders:	.00	0.00	0.00
\$5	2 10.00	Credit Cards:	.00	0.00	0.00
\$1	0.00	Debit Cards:	.00	0.00	0.00
Change	.00 0.00	E-Payments:	.00	0.00	0.00
		Total:	120.00	120.00	0.00
		Direct Deposits:	← 334.00 →		
		Grand Total:		454.00	Balanced

Print Ledger Over/Short Close

(Note that the total of direct deposits may include amounts in addition to E-Payments.)

**Cash Balance Report for previewed at 75% of original size.**

Date: 11/26/2010 Yellowstone County Justice Court User: SUPPORT  
Time: 10:27 AM Cash Balance Report  
Page 1 of 2 From 11/05/2010 10:36 AM to 11/26/2010 10:30 AM  
Justice, Criminal, Civil, Miscellaneous

All Users

Tally currency and change		Count	Reported	Difference	
\$100	0 0.00	Cash:	120.00	120.00	0.00
\$50	0 0.00	Checks:	0.00	0.00	0.00
\$20	4 80.00	Cashiers Checks:	0.00	0.00	0.00
\$10	3 30.00	Money Orders:	0.00	0.00	0.00
\$5	2 10.00	Credit Cards:	0.00	0.00	0.00
\$1	0 0.00	Debit Cards:	0.00	0.00	0.00
Change	0.00 0.00	E-Payments:	0.00	0.00	0.00
		Total:	120.00	120.00	0.00
		Direct Deposits:	← 334.00 →		
		Grand Total:		454.00	Balanced

#### Cash Balance Detail Page

Source	Date	Receipt #	Check/Ref. No.	Case	Amount
<b>Criminal</b>					
CASH	11/17/2010	170244		CR-2009-0000385	20.00
	11/18/2010	170251		CR-2009-0000385	100.00
<b>Subtotal CASHs</b>					<b>120.00</b>
E-PAYMENT	11/16/2010	170239		TK-2010-0003573	285.00
	11/16/2010	170240		TK-2010-0003573	49.00
<b>Subtotal E-PAYMENTS</b>					<b>334.00</b>
<b>Total Criminal</b>					<b>454.00</b>
<b>Report Total</b>					<b>454.00</b>

## Processing the Deposit Entry

It is important that you separate the E-payments (and any other credit/debit card amounts, if you take them) from the cash/checks deposit. While CitePayUSA processes receipts in “real time,” there is a delay of several days before the money is deposited into your bank account, just as for credit and debit card transactions.

Use the EPayment Payments Received Report to track the receipts, showing payment date and time. You will also receive an email of the ACH Deposit Report, tracking the amounts as they are deposited into your bank account.

The best way to synchronize your FullCourt accounting with your bank account balance is to delay the FullCourt deposit entry for CitePayUSA payments until you receive notification of the ACH Deposit. This is accomplished by these steps, explained in more detail below.

1. preparing the deposit entry for only cash/check amounts
2. preparing a separate deposit entry for only E-Payments amounts that have been deposited
3. (if applicable, preparing a separate deposit entry for credit/debit card amounts)

The deposit entry screen initially shows all deposits for the time period prior to the cutoff date.

1. To “include” only those amounts from the cash/checks and transfer transactions, do not click either of the boxes in the lower left-hand corner of the window. Push the button “Select All.” This will select all the transactions EXCEPT those for credit/debit cards and for E-Payments. Process this deposit entry as usual.

**Deposit Entry**

Cutoff date: 11/26/2010 10:41 AM User: All Users  
Bank account: Wells Fargo - 93-5883054925 ABLACK ACCTCLERK  
Retrieve

Case types: ☒ Criminal ☒ Civil ☒ Non case miscellaneous

Receipt	Date	Type	Cash	Check	Credit/Debit	Transfer	E-Payment	Include:
170113	05/21/2010 10:13 AM	Criminal Payment	0.00	0.00	0.00	154.00	0.00	<input checked="" type="checkbox"/>
170116	05/21/2010 10:15 AM	Criminal Payment	0.00	0.00	0.00	1206.00	0.00	<input checked="" type="checkbox"/>
170124	05/21/2010 10:19 AM	Criminal Payment	0.00	0.00	0.00	72.00	0.00	<input checked="" type="checkbox"/>
170129	05/21/2010 10:20 AM	Criminal Payment	0.00	0.00	0.00	21.00	0.00	<input checked="" type="checkbox"/>
170135	05/21/2010 10:22 AM	Criminal Payment	0.00	0.00	0.00	86.00	0.00	<input checked="" type="checkbox"/>
170241	11/17/2010 07:34 AM	Criminal Payment	0.00	0.00	0.00	0.00	10.00	<input type="checkbox"/>
170242	11/17/2010 07:41 AM	Criminal Payment	0.00	0.00	0.00	0.00	75.00	<input type="checkbox"/>
170243	11/17/2010 10:21 AM	Criminal Payment	0.00	0.00	0.00	0.00	20.00	<input type="checkbox"/>
170247	11/18/2010 10:31 AM	Cash Bond	185.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
170249	11/18/2010 10:54 AM	Cash Bond	585.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
170250	11/18/2010 10:56 AM	Bond Conversion	0.00	0.00	0.00	585.00	0.00	<input checked="" type="checkbox"/>
			770.00	0.00	0.00	2794.00	0.00	

Over/Short Adjustments (Affects Cash)

User ID	Begin Date	End Date	Amount	Include:
---------	------------	----------	--------	----------

☐ Credit/Debit Card Deposit  
☐ E-Payment Internet Payments

Deposit reference: CD 2010-11-26  
Deposit comment:

Select All Unselect All

Cash/Checks: 770.00  
Credit/Debit: 0.00  
Transfer: 2794.00  
E-Payment: 0.00  
Bond receipts: 770.00

Process Close

2. Next, check the box in the lower left-hand corner “E-Payment Internet Payments” and push the button “Select All.” This will select only E-Payment amounts. Compare this list to the ACH Deposit notification and uncheck any payments that have not yet been deposited into your bank account. Process this deposit entry.
3. If applicable, repeat step 2 using the “Credit/Debit Card Deposit” check box.



## Bank Reconciliation

A Credit Cards tab is added to the Bank Reconciliation window. The E-Payment and Credit Card deposits show as individual transactions. This is extremely helpful during the reconciliation process due to the lag time of the E-Payments. They can be checked off individually as "cleared" when they show on the bank statement.

**Bank to General Ledger Reconciliation**

Bank: **Wells Fargo**

Last statement date	4/30/2010	Current statement date		General Ledger balance	68647.89
Last statement balance	93241.12	Current statement balance	.00	Added JE adjustments	.00
Last G/L balance	24178.16	Add outstanding deposits	50363.69	Deducted JE adjustments	.00
		Deduct outstanding checks	73387.58		
		Memo adjustment to bank	.00	Memo adjustment to G/L	.00
		Adjusted bank balance	-23023.89	Adjusted G/L balance	68647.89

Unreconciled **91671.78**

Deposits **Credit Cards** Checks Added JE Adjustments Deducted JE Adjustments Memo Items General Ledger

Date	Deposit Ref	Amount	Cleared	Trans #	Receipt	Payor	Card Last 4
10/20/2010	CD 2010-10-20A	85.00	<input type="checkbox"/>		170165		
10/20/2010	CD 2010-10-20A	75.00	<input type="checkbox"/>		170166		
10/20/2010	CD 2010-10-20A	505.00	<input type="checkbox"/>		170169		
10/20/2010	CD 2010-10-20A	505.00	<input type="checkbox"/>		170170		
10/20/2010	CD 2010-10-20A	85.00	<input type="checkbox"/>		170171		
10/20/2010	CD 2010-10-20A	85.00	<input type="checkbox"/>	12496825	170216	Mader, Lisa	CitePayUSA
11/5/2010	CD 2010-11-05C	85.00	<input type="checkbox"/>	98093501	170231	Goose, Lucy	CitePayUSA
11/5/2010	CD 2010-11-05C	85.00	<input type="checkbox"/>	48082342	170235	Bear, Yogi	CitePayUSA
11/26/2010	CD 2010-11-26A	10.00	<input type="checkbox"/>	43124411	170241	Malloy, Moose	CitePayUSA
11/26/2010	CD 2010-11-26A	75.00	<input type="checkbox"/>	81624787	170242	Malloy, Moose	CitePayUSA
11/26/2010	CD 2010-11-26A	20.00	<input type="checkbox"/>	47652731	170243	Velo, Max	CitePayUSA

Total cleared: .00      Total Outstanding: 1615.00

Print Save Post Add Delete Close

## Making a Payment in CitePayUSA

The defendant accesses the Montana CitePayUSA site via the internet. The citation number and date of birth are required. There are pictures of citations as examples to help the payer find the citation number. If the case number is known, it can be used instead of the citation number.

**CitePayUSA - Find My Information - Windows Internet Explorer**

http://citepaytest.justicesystems.com:8082/payments/lookup.do

**MONTANA**  
*An online payment service provided by the Montana State Judiciary*

Montana Test Court  
**Find My Information**

Start | **1** | 2 | 3 | 4 | 5 | Finish

Pay a citation, fine or court fee:  
Fill out either set of fields and click "Continue" for the next step

**Citation number:**   
Please enter the n digits from the number on your citation.  
[Click here for instructions on entering your citation number](#)

**Date of birth:**   
Format: mm/dd/yyyy

**- OR -**

**Case number:**   
Example: CR-2009-001234

**Date of birth:**   
Format: mm/dd/yyyy

**Need help finding the citation number?**  
Enter the number on your citation at the location indicated below.

**NOTICE TO APPEAR AND COMPLAINT** ISSUED BY **BOZEMAN POLICE DEPARTMENT** 01 **250151**

**NOTICE TO APPEAR AND COMPLAINT** ISSUED BY **M.S.U. POLICE DEPT. 592A 11663**

**NOTE:** It may take up to approx. 7 business days for a new citation to be available for online payment. If you can't find your recent citation, please try back later or call the Montana Test Court at (406) 111-2233, or CitePayUSA Customer Service at 1-800-460-3987.

**Continue >**

CitePayUSA will bring back all cases that are payable at this time for the defendant. After reviewing the case information, the payer places a check mark in the box next to the Amount and clicks Continue, as shown below.

**CitePayUSA - Choose What to Pay - Windows Internet Explorer**

http://citepaytest.justicesystems.com:8082/payments/balanceList.do

**MONTANA**  
*An online payment service provided by the Montana State Judiciary*

Montana Test Court  
**Choose What to Pay**

Start | **1** | **2** | 3 | 4 | 5 | Finish

Bear, Yogi

Case	Citation / Date	Description / Status	Amount	Pay
TK-2010-0003569	A11118 11/02/2010	61-3-301(1) [1]: Operating a Vehicle Upon Public Highways W/O License Plates Pending; you must pay or appear on or before 11/03/2010 No partial payment allowed for this item.	\$85.00	<input checked="" type="checkbox"/>

**< Back** **Continue >**

## "Pay and Bond Forfeit" Example

The defendant must check the box to agree to forfeit bond and accept that as a final disposition. The defendant will also need to accept the CitePayUSA transaction fee and then enter the form of payment.

CitePayUSA - Confirm My Information - Windows Internet Explorer

http://citepaytest.justicesystems.com:8082/payments/showSelected.do

Montana Test Court  
**Confirm My Information**

Start | 1 | 2 | 3 | 4 | 5 | Finish

You have chosen to pay the following:

Case	Citation	Description	Amount
TK-2010-0003569	A11118	61-3-301(1) [1]: Operating a Vehicle Upon Public Highways W/O License Plates No partial payment allowed for this item.	\$85.00

Amount: \$85.00  
Transaction Fee: \$5.02  
What is this?  
Payment Total: \$90.02

In lieu of my court appearance, I hereby authorize the forfeiture of the bond I have posted as a final disposition of this case.

I agree: ☒

I agree to the CitePayUSA [Payment Terms and Conditions](#).

Choose method of payment:

☐ E-Check  
What is this?

☒ Credit/Debit Card

< Back Continue >

The defendant enters payment information and clicks Continue, as shown below.

CitePayUSA - Credit Card Details - Windows Internet Explorer

http://citepaytest.justicesystems.com:8082/payments/creditPayment.do

Montana Test Court  
**Make My Payment**

Start | 1 | 2 | 3 | 4 | 5 | Finish

Payment amount: \$90.02

securitymetrics Certified

Credit/debit card type: Visa

Credit/debit card number: 4111111111111111

Name on card: Yogi Bear

Expires (MM/YY): 09/11

Cardholder address: 559 Elm St

Cardholder zip code: 55555

Card security code: 151  
What is this?

< Back Continue >

The payment is processed and the payer is provided with a printable receipt.

**CitePayUSA - Print My Receipt**

Start | 1 | 2 | 3 | 4 | **5** | Finish

Thank you, your payment transaction has been completed.

Please print or write down this information for your records.

Date: 11/03/2010  
Transaction Number: 48082342  
Authorization Number: 809901  
Payment Method: Visa no. XXXXXXXXXXXXX1111  
Court: Montana Test Court  
Court phone number: (406) 111-2233  
Party: Bear, Yogi

**Items Paid**

Case	Citation	Description	Amount
TK-2010-0003569	A11118	61-3-301(1) [1]: Operating a Vehicle Upon Public Highways W/O License Plates Pending; you must pay or appear on or before 11/03/2010. No partial payment allowed for this item.	\$85.00

Amount: \$85.00  
Transaction Fee: \$5.02  
Payment Total: \$90.02

## Payment Agreement Example

Minimum Payment due and Payment Due dates are listed in the CitePay descriptions. See page 5 for more details of how Next Payment Due dates are being set through CitePay. You may chose to manually reset those dates in FullCourt, in which instances they will not match what the defendant sees in this CitePay screen.

**Receipt - Flintstone, Wilma**

Start | 1 | 2 | 3 | 4 | **5** | Finish

Thank you, your payment transaction has been completed.

Please print or write down this information for your records.

Date: 11/03/2010  
Transaction Number: 48082342  
Authorization Number: 809901  
Payment Method: Visa no. XXXXXXXXXXXXX1111  
Court: Montana Test Court  
Court phone number: (406) 111-2233  
Party: Bear, Yogi

**Items Paid**

Case	Citation	Description	Amount
TK-2010-0003552	A221456	Fines and fees for case no. TK-2010-0003552 Assessed. A partial payment on case TK-2010-0003552 must be at least \$40.00. Your next payment for this case is due on 10/07/2010.	\$40.00

Amount: \$40.00  
Transaction Fee: \$2.36  
Payment Total: \$42.36

**Items Not Paid**

Case	Citation / Date	Description / Status	Amount
TK-2010-0003552	A221456	Fines and fees for case no. TK-2010-0003552 (unpaid portion) Pending. Your next payment for this case is due on 10/07/2010.	\$780.00

You may be responsible for fees and administrative costs related to payments you dispute and imposed by the governmental authority.



## Example of multiple obligations owed

All outstanding citations for a given individual (in the selected court) are listed. The following example shows three cases: one has a partial payment in effect; a second one can be “paid and bond forfeited;” and the third is not eligible for payment through CitePayUSA.

Case	Citation / Date	Description / Status	Amount
TK-2010-0003552	A221456 09/03/2010	Fines and fees for case no. TK-2010-0003552 Assessed A partial payment on case TK-2010-0003552 must be at least \$40.00.	\$780.00 Pay <input type="checkbox"/>
TK-2010-0003554	A1889752 09/08/2010	61-13-103: Seatbelt Violation Pending; you must pay or appear on or before 09/13/2010 No partial payment allowed for this item.	\$20.00 Pay <input type="checkbox"/>
TK-2010-0003555	A1414564 09/08/2010	61-8-301(1)(a) [1st] Reckless Driving - 1st Offense *** This item is not eligible for payment at CitePayUSA; please contact the Montana Test Court at (406) 111-2233. ***	Currently not eligible for online payment

To make a partial payment, select the item(s) to be included in the payment and enter the payment amount on this line.

To pay part of an item, please check the item(s) you wish to pay, and enter the amount of your payment here.

Amount:

Note that the payer is able to select any amount, above the minimum, on the two cases that are eligible for payment. A check mark is required next to the case that one is making payment on. In the example above, the first two citations could be checked and amount of \$95.00 could be entered. In that case, \$75 would be applied to the first case and after pleading guilty on the seatbelt violation, \$20 would be applied to that case. If all other case obligations are complete, the seatbelt violation case will be closed.

## Example of a Case with Restitution

When victim restitution is ordered, those amounts are available for payment through CitePayUSA. The defendant is forced to pay restitution amounts first if payment is made on a case that has a combination of fines/fees and restitution owing. If a defendant selects the option to pay something other than restitution, an error message will prompt the defendant to make a different selection, as shown in the example on the next page.

In the example, the defendant owes on several cases. One of the cases includes restitution. The example shows the message that appears when the defendant selects something other than restitution for the case that includes restitution. The error message indicates that for the selected case, “you must pay all restitution items before paying any fines and fees.” A different selection will need to be made in order to pay on that case.

Montana Test Court

Choose What to Pay

Start1**2**

3

4

5

Finish



Please correct the following problems before proceeding:

For case TK-2010-0000170, you must pay all restitution items before paying any fines and fees

This is the error message that appears when attempting to pay fines or fees prior to paying restitution on the same case.

Price, Krystal Kaye

Case	Citation / Date	Description / Status	Amount
TK-2010-0000170	03/09/2010	Restitution for victim no. 1 Restitution A partial payment on case TK-2010-0000170 must be at least \$50.00.	\$300.00 Pay <input type="checkbox"/>
TK-2010-0000170	03/09/2010	61-8-410(1) [2nd > 18]: Operating With Alcohol Concentration Of 0.02% BAC Under 21 Years Of Age - 2nd Offense (Over 18) Assessed A partial payment on case TK-2010-0000170 must be at least \$50.00.	\$260.00 Pay <input checked="" type="checkbox"/>
TK-2010-0000170	A05114 03/09/2010	45-5-624(3)(a): Possessing Intoxicating Substances While Under The Age Of 21 (Over Age 18) - 1st Offense *** This item is not eligible for payment at CitePayUSA; please contact the Montana Test Court at (406) 111-2233. ***	Currently not eligible for online payment
TK-2010-0001427	A05148 11/07/2010	45-8-101(2): Disorderly Conduct Assessed	\$100.00 Pay <input type="checkbox"/>

Note also that since there are two cases available for payment, and there is no restitution owing on the second case, it is possible for the defendant to make a payment on the second case. This is possible even while restitution is owed on the first case.

## REPORTS

**Epayment Case Balances report**- Shows case balances eligible for payment through CitePayUSA that were created or updated on or after the date specified by the user. Sort by Case Number, Defendant, or Date and Time of last update.

Financial

- Accounts Receivable
- Aged Trust Check Amounts
- Adjustments by Date
- Custom Fee Report
- Disbursements
- Distributions
- Epayments**
  - Epayment Case Balances
  - Epayment Payments Received
- Outstanding overages
- Receipts
- Trust Accounts Balances
- Civil Trust Receipt Report
- Undisbursed Restitution

**Epayment Case Balances Report**

Shows case balances eligible for payment through CitePayUSA that were created or updated on or after the date specified by the user.

Beginning: 00/00/0000 00:00 AM zeros for all dates or times

Sort by:

- ☒ Case no.
- ☐ Defendant & case no.
- ☐ Date & time of last update

☐ Delay report

Print Close Help

Example of EPayment Case Balances Report

Epayment Case Balances for previewed at 75% of original size.

Date: 2/4/2008  
Time: 08:32 AM  
Page 1 of 1

**Municipal Court**  
Epayment Case Balances  
All Dates  
Sorted by Case No. and Defendant Name

User: FULLCOURT

Case No.	Defendant	Balance	Description	Assessed	Last Updated
2007-0924-MD	Wilke, Jonathan	\$753.00	38-292: Driving Under the Influence of Intoxicating Liquor or Drugs		12/12/2007 02:29 PM
2007-0924-MD	Wilke, Jonathan	\$120.00	38-242(3): Speeding 11-15 mph over		12/12/2007 01:48 PM
2007-1058-MD	Lewallen, Mary	\$953.00	38-292: Driving Under the Influence of Intoxicating Liquor or Drugs		9/26/2007 12:34 PM
2007-1071-TR	Oden, Greg	\$245.00	38-242(6): Speeding 26-30 mph over		11/6/2007 03:58 PM
2007-1072-MD	Schnelderman, Stephanie	\$753.00	38-292: Driving Under the Influence of Intoxicating Liquor or Drugs		11/7/2007 08:28 AM
2007-1073-TR	Urlacher, Brian	\$145.00	38-242(4): Speeding 16-20 mph over		11/10/2007 03:04 PM
2007-1086-MD	Spears, Brittney	\$813.00	38-292: Driving Under the Influence of Intoxicating Liquor or Drugs		12/13/2007 10:45 AM
2007-1087-TR	Hayes, Beth	\$165.00	38-242C: Speeding 16-20 mph over (Enhanced)		12/13/2007 09:14 AM
2008-0009-MD	Mobley, Daniel	\$663.00	38-292: Driving Under the Influence of Intoxicating Liquor or Drugs		1/30/2008 11:17 AM
2008-0011-MD	Moby, Dick	\$663.00	38-292: Driving Under the Influence of Intoxicating Liquor or Drugs		1/30/2008 03:03 PM
Total:		\$5,273.00	No. of Case Balances:	10	

**EPayment Payments Received Report** - Shows case payments received through CitePayUSA between the dates specified by the user. ***Totals on this report should match the Cash Balance ePayment receipt totals for the same period.***

Courts would also use this report to identify cases where ePayments were received and need court follow-up, for example to stop a license suspension from being processed or to manually check a payment plan Next Due date.

Also note you may use this report to search by Transaction number that was printed on the Defendant's CitePay receipt.

The screenshot displays the software interface for generating an EPayment Payments Received Report. On the left, a 'Financial' menu is visible, with 'Epayments' selected, which has opened a sub-menu showing 'Epayment Case Balances' and 'Epayment Payments Received'. The main window on the right is titled 'Epayment Payments Received Report'. It contains a text box explaining the report's purpose: 'Shows case payments received through CitePayUSA between the dates specified by the user.' Below this, there are input fields for 'Beginning:' (01/29/2008 11:01 PM) and 'Ending:' (01/30/2008 11:00 PM), with a note 'zeros for all dates or times'. A checkbox for 'Search by transaction number only' is present. A 'Sort by:' section offers four radio button options: 'Case no.' (selected), 'Defendant & case no.', 'Payment type, date & time', and 'Payment date & time'. There is also a 'Delay report' checkbox. At the bottom, there are buttons for 'Print', 'Close', and 'Help'.

An example of report is shown on the next page.





Date: 2/4/2008 Municipal Court User: FULLCOURT  
 Time: 08:37 AM Epayment Payments Received  
 Page 1 of 1 Payments Received between 1/29/2008 and 1/30/2008  
 Sorted by Case No. and Defendant Name

Case No.	Defendant	Transaction No.	Payment Type	Charge Payment	Payment Date and Time	Receipt No.
2008-0006-TR	Roberts, Julia	64223652	Card	145.00	01/30/2008 06:43 AM	15597
2008-0007-TR	Spock, Doc	06312132	Card	295.00	01/30/2008 06:55 AM	15598
2008-0008-TR	Snapper, John	09434576	Card	195.00	01/30/2008 11:00 AM	15599
2008-0009-MD	Mobley, Daniel	29296091	Card	40.00	01/30/2008 11:17 AM	15600
2008-0010-TR	Lamore, Louie	76907539	Card	145.00	01/30/2008 02:37 PM	15601
2008-0011-MD	Moby, Dick	02849611	Card	40.00	01/30/2008 03:03 PM	15602

No. of Payments: 6 Total: 860.00

**ACH Deposit Report** – Below is a sample report that will be e-mailed to the parties identified in your configuration settings when an ACH transfer deposit is made from CitePayUSA to the deposit bank account.

**Municipal Court**

ACH TRANSFER FOR 2/6/2008

Trans ID	Case No.	Citation No.	Defendant	Type	Description	Amount	Time Paid
24376503	2008-00730-TR	12505228	Brown, Bruce	Charge	12-6-1.2S: Speeding (School Zone)	\$105.00	1/31/2008 9:52
113915335	2008-00176-TR	12494514	Green, Grace	Charge	12-6-1.2: Speeding	\$55.00	2/4/2008 13:10
113941931	2008-00835-TR	12499356	Black, Barry	Charge	12-6-1.2: Speeding	\$65.00	2/4/2008 14:27
113967694	2007-11211-TR	12484259	Red, Randy	Charge	12-6-1.2: Speeding	\$100.00	2/4/2008 16:30
113967709	2008-00174-TR	12478509	Violet, Velma	Charge	12-6-1.2: Speeding	\$55.00	2/4/2008 16:31
113987303	2008-00120-TR	12496642	Silver, Stephen	Charge	12-6-1.2: Speeding	\$70.00	2/4/2008 23:08
COURT TOTAL:						\$450.00	
REPORT TOTAL:						\$450.00	