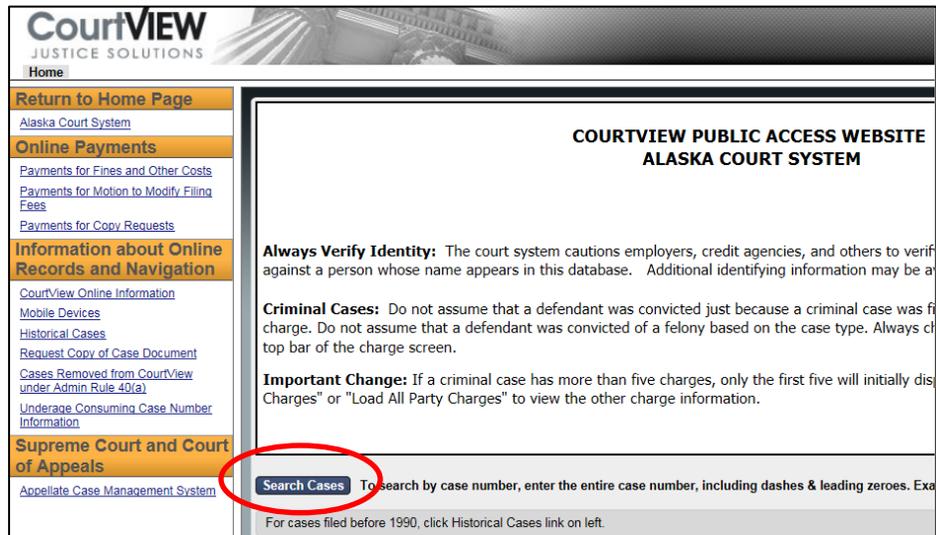


# ALASKA COURT SYSTEM

## Instructions for Making Online Payments

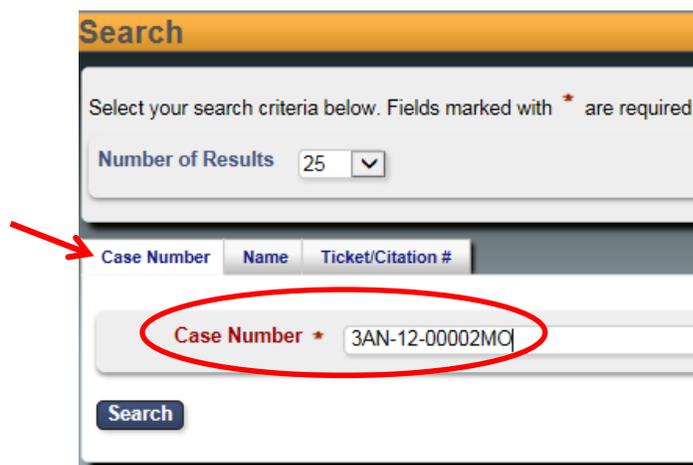
**Step 1:** On the [CourtView Public Access Website](#), click the blue Search Cases button.



**Step 2:** Search for your case using the information you have:

[Case Number](#)      [Name](#)      [Ticket Number](#)

A. **Case Number.** Enter your case number **including leading zeros**, and then click Search.



B. **Name.** Click on the Name tab. Enter a last and first name or a company name. Click Search.

- C. **Ticket/Citation #.** Click on the Ticket/Citation# tab. Enter the ticket number and click Search.

**Step 3:** Proceed to instructions for paying:

[Filing fees and copy fees](#)  
[Fines, surcharges, Restitution, and Bail](#)

**Filing fees and copy fees**

- a. In the *Search Results* screen, click on the green Pay button.

Displaying all 2 matches.

	Case Number	Case Type	File Date
<b>Pay</b>	<a href="#">3AN-20-05758CI</a>	Civil Superior Ct (3AN)	04/01/2020

(If a Pay button is not available, contact the court.)

- b. Fill in all of the payment fields. If your address is not in the US, do the following:
- In the "City" field, enter your city, province (if applicable), country and zip code.
  - If your state or country is not listed in the "State" drop-down field, select "Other."
  - Enter 00000 in the zip code field.

**Note:** If you are not in the US, and receive a payment error, you must mail a bank/cashier check made payable in US dollars. [A list of court addresses](#) is available on the court's website.

- c. Payment confirmation will display and you will receive a receipt at the email address you entered on the payment screen.

### **Fines, surcharges, and restitution for criminal and minor offense cases**

- a. In the *Search Results* screen, click on the green Pay button.

Search Results				
Displaying all 39 matches.				
Case Number	Case Type	File Date	Party/Company	
<a href="#">3AN-16-04234MO</a>	Minor Offenses (3AN)	05/19/2016	Test, Test	
<a href="#">3AN-16-04233MO</a>	Minor Offenses (3AN)	05/18/2016	Test, Test	
<a href="#">3AN-16-04230MO</a>	Minor Offenses (3AN)	03/17/2016	Test, Test	<input type="button" value="Pay"/>

(If a Pay button is not available, contact the court.)

- b. Click on the "Select costs and fines" button.
- c. In the "Pay Now" column, uncheck any payment types that you do not want to pay.
- d. In the "Payment Amount" column, enter the amount you wish to pay for each payment type.
- e. Click "Make Payment."
- f. Fill in all of the payment fields. If your address is not in the US, do the following:
- In the "City" field, enter your city, province (if applicable), country and zip code.
  - If your state or country is not listed in the "State" drop-down field, select "Other."
  - Enter 00000 in the zip code field.

**Note:** If you are not in the US, and receive a payment error, you must mail a bank/cashier check made payable in US dollars. [A list of court addresses](#) is available on the court website.

- g. Payment confirmation will display and you will receive a receipt at the email address you entered on the payment screen.

### **Troubleshooting Payment Problems**

If you are unable to make a payment, the unpaid balance may no longer be payable to the Alaska Court System because the court has transferred the amount owing to the state or city agency or borough for collection. When you click on the "Pay" button, the name of the collection entity will display.

Note: The "Pay" button will remain in CourtView even though the amounts owing have been transferred for collection. This is a standard function of the eServices software provided by the court's vendor and cannot be removed even if the balance is paid in full to the collection entity.

**[Return to Search Screen for Payment](#)**