HOW TO MAKE AN ONLINE PAYMENT

1. Go to **www.buttecourt.ca.gov**

2. On the Case / Calendars drop-down menu, Click on Make Payments:

3. Click on "Click here":

4. Click on the "Make Payments" Icon:
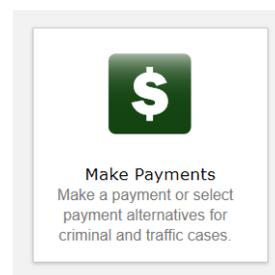
5. **Select a "Search Type" (usually Case Number) using the drop-down arrow, then enter the corresponding information and press Submit:**

Make Payments   * Required

Basic Search Options   ?

* Select Search Type
Case Number   ⌄

* Search by Criteria
<type Case Number here>| ✕

                                                                  Submit

Note: the Butte County Superior Court does not use the letter "O" in any of its case numbers. If your case number has a zero in it, be sure to use the number "0" rather than the letter "O" when searching.

6. **Any cases eligible for online payment that match the Search criteria will appear. If a case has a payment plan established, you will see the words "payment plan" instead of the Case Number:**

Search Results

                                                                        ?

☐	Citation/Case Number	File/Citation Date	Name	Balance
☐	20TR05735	9/3/2020	Case, Test	$225.00

⏮ ◀ 1 ▶ ⏭   25 ▼ items per page   1 - 1 of 1 items

                                              Subtotal: $0.00
                                              Total Amount: $0.00

                                                           Continue

Search Results

                                                                        ?

☐	Citation/Case Number	File/Citation Date	Name	Balance
☐	Payment Plan		Case, Test	$260.00

⏮ ◀ 1 ▶ ⏭   25 ▼ items per page   1 - 1 of 1 items

                                              Subtotal: $0.00
                                              Total Amount: $0.00

                                                           Continue

7. **Check the box(es) next to the case(es) you want to make a payment on, and click Continue:**

8. **If you do not have a Payment Plan, the Amount to Pay will default to the full amount and cannot be changed. If you have previously established a Payment Plan, you can pay any amount between the "minimum due" and the full balance. Read the Disclaimer, check "I agree to the Terms and Conditions", and then click "Add Payment Details":**

9. **Complete your payment information (Credit Card information, etc.) and click Continue:**

Transaction Summary - Total Amount: $50.00

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	[MM] * Exp Year [YYYY] *
CVV Code	[ ] * CVV Help
Name on Card	[ ] *
	Maximum of 30 characters
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

Cancel

10. **Review the Transaction Summary page, and select "Process Payment".**