

## Frequently Asked Questions of Fines and Costs

**Q. What is the mailing address?**

**A. Fines and Costs**

Basement-Dauphin County Court House  
101 Market Street  
Harrisburg, PA 17101

**Q. What are the acceptable forms of payment?**

**A.** Cash, money orders, bank checks, cashier checks, travelers' checks. Cash should be in the largest denominations possible. Coins are to be wrapped and not to exceed \$10.00.

**Q. Do you accept personal checks?**

**A.** No – unless the sentencing Judge approves payment by personal check.

**Q. Do you accept credit cards?**

**A.** Credit Cards are accepted online only – the web address is <http://ujportal.pacourts.us>.

**Q. Do you permit in-person payments?**

**A. In-person payments are accepted at both locations.**

• DAUPHIN COUNTY COURTHOUSE, 101 MARKET STREET, BASEMENT, HARRISBURG, PA  
Hours: 8:00 a.m. to 4:00 p.m. MONDAY-FRIDAY Closed 12:00 p.m. to 1:00 p.m.

• ADULT PROBATION, 917 GIBSON BLVD., STEELTON, PA  
Hours: 8:00 a.m. to 4:00 p.m. MONDAY-FRIDAY Closed 1:00 p.m. to 2:00 p.m.

**Q. What information is needed for an in-person payment?**

**A.** The defendant's name and docket number of the case where the payment should be applied.

**Q. Why do I need to know my docket number and where do I find my docket number?**

**A.** A correct docket number is essential so that the payment clerk applies the money to the correct case. You will find your docket number on your paperwork, your probation officer should give you the correct docket number, or the payment clerk will look up your docket number and write this down on a card for you. It is highly recommended that you keep your docket number with you in your wallet or take a picture of it with your phone so that you will always have it. Beginning **January 1, 2022**, by order of the President Judge, a fee of \$1.00 will be charged for the payment clerk to look up your docket number.

**Q. What information is needed for a mailed payment?**

**A.** Make the money orders, bank checks, cashier checks, or travelers checks payable to Fines and Costs. Make sure your name, address, and docket number(s) are written legibly on the certified check or money order. A receipt will be mailed to you upon written request.

**Q. Do I have to personally make an in-person payment or can someone else make the payment for me?**

**A.** Someone else can make the payment for you but they must have your name and docket number.

**Q. Is it possible to obtain a breakdown of fines and costs or the payments made?**

**A.** You may obtain the breakdown online at <http://ujportal.pacourts.us> or you can come into the Court House and get a copy from the Clerk of Courts office on the 1<sup>st</sup> floor.

**Q. What do I do if I have trouble with the UJS Portal when trying to make an online payment?**

**A.** Call the AOPC CPCMS help desk at 1-877-227-2672.

**Q. Does the Courthouse Fines and Costs Office or the Fines and Costs office at Gibson Blvd. accept payments for parking tickets, traffic citations, or speeding tickets.**

**A.** No. The Courthouse and Gibson Blvd. Fines and Costs Office accepts payments for fines, costs, fees, and/or restitution on adult and juvenile criminal cases that have been processed by the Dauphin County Court of Common Pleas. Payments for parking tickets, traffic citations, or speeding tickets are accepted at the applicable MDJ Office. The address for the correct MDJ office is noted on the ticket or citation. If you do not have your ticket or citation, please call the police department that issued the ticket or citation.

**Q. Does the Courthouse and Gibson Blvd. Fines and Costs office accept payments for Protection from Abuse (PFA) cases, Domestic Relations (support) cases or for individuals incarcerated at state prisons?**

**A.** The Courthouse and Gibson Blvd. Fines and Costs Office does not accept payments for Protection from Abuse (PFA) cases, Domestic Relations (support) cases or for individuals incarcerated at state prisons. These payments shall be made as follows:

**DOMESTIC RELATIONS PAYMENTS -- PAYMENTS FOR DOMESTIC RELATIONS OBLIGATIONS SHOULD BE MADE AT THE DOMESTIC RELATIONS OFFICE, 8<sup>TH</sup> FLOOR, 25 SOUTH FRONT STREET, HARRISBURG, PA**

**PAYMENTS FOR CLIENTS IN STATE CORRECTIONAL INSTITUTIONS shall be made at the State Correctional Institution.**

**PAYMENTS OWED FOR PROTECTION FROM ABUSE (PFA) ACTIONS -- PAYMENTS FOR PFA MATTERS SHOULD BE MADE AT THE DAUPHIN COUNTY PROTHONOTARY'S OFFICE, 101 MARKET STREET, 1<sup>ST</sup> FLOOR, HARRISBURG, PA**

**Any other questions can be addressed by calling 717-780-6600.**