

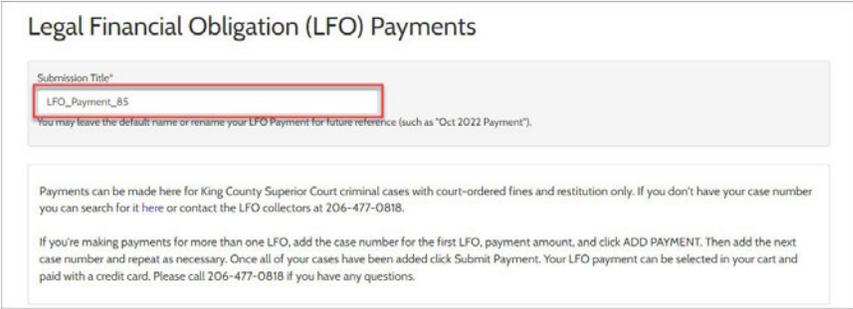
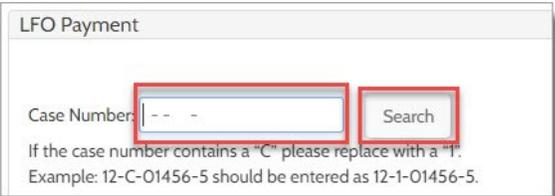


KC SCRIPT PORTAL QUICK START GUIDE: PAYING YOUR COURT FINES

This quick start guide will show you how to pay your court fines (LFO – Legal Financial Obligations) online.

Note: To do this, you must be logged in to your Portal account.

⚠ At this time, juvenile offenders cannot pay court fines online.

<p>1. Click Pay Court Fines in the black menu bar.</p>	
<p>2. Name your payment in the Submission Title box.</p>	
<p>3. Enter your Case Number. Click the Search button.</p> <p>Note: If your case number contains a C, please replace the C with the number 1.</p>	

4. Verify that the case data is correct, then enter the **Payment Amount**.

Case Number: 15-1-
Defendant: ERIC
Case Balance: \$560.00
Last Payment: \$15.00 on 10/12/2022
Payment Amount: \$0.00 **Add Payment**

5. Click the blue **Add Payment** button.

Repeat steps 3-5 to add payments for additional cases.

Case Number: 15-1-
Defendant: ERIC
Case Balance: \$560.00
Last Payment: \$15.00 on 10/12/2022
Payment Amount: \$20.00 **Add Payment**

6. Enter the **Defendant's Contact Info**.

Defendant Info

First Name * Demo
Last Name * Test
Mailing Address 123 SW 1st St
City Seattle
State WA
Zip 12345
Phone * 206-555-5555
Email demo.test@gmail.com

The information provided may be used to update our records or to contact the defendant regarding the outstanding balance owed.

7. Verify that the information you entered is correct, then click the blue **Submit Payment** button.

Defendant Info

First Name * Demo
Last Name * Test
Mailing Address 123 SW 1st St
City Seattle
State WA
Zip 12345
Phone * 206-555-5555
Email demo.test@gmail.com

Case Number	Name	Case Balance	Payment Amount	Delete
15-1-	ERIC	\$560.00	\$20.00	X
03-1-	ERIC	\$2,870.32	\$0.00	X
Total:			\$70.00	

The information provided may be used to update our records or to contact the defendant regarding the outstanding balance owed.

Submit Payment

8. Click the **Submit** button to add the payment to your cart where you can [complete your payment process](#).

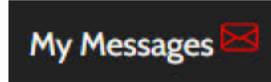
Submit Payment?

Would you like to submit your payment? Doing so will redirect you to a cart or to your My Cases screen.

Submit Cancel

VIEWING YOUR PAYMENT RECEIPTS

1. After you have completed your payment, click on **My Messages**.

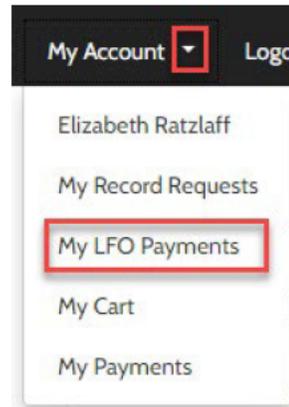


2. Your payment receipt will appear in **My Recent Messages**.

My Recent Messages

Case Number	Message Title	Date	Message									
PPP22-000107	Online LFO Payment Has Been Applied	10/13/2022	<p>Date: 10/13/2022 Portal Case Number: PPP22-000107 Submission Title: LFO_Payment_85</p> <p>Elizabeth Ratzlaff:</p> <p>Thank you for submitting your LFO payment to our office!</p> <p>We have processed your LFO payment:</p> <table border="1"><thead><tr><th>Case Number</th><th>Payment Amount</th><th>Remaining Balance</th></tr></thead><tbody><tr><td>15-1-██████</td><td>\$20.00</td><td>\$540.00</td></tr><tr><td>03-1-██████</td><td>\$50.00</td><td>\$2,820.32</td></tr></tbody></table> <p>You can view the status of each requested item through the portal. To access your records/results:</p> <ul style="list-style-type: none">• Login to your online portal account and click on My LFO Payments or click HERE. <p>Have further questions related to your request?</p> <ul style="list-style-type: none">• Visit our FAQ website• Email: LFOColl@kingcounty.gov• Phone: 206-477-0818	Case Number	Payment Amount	Remaining Balance	15-1-██████	\$20.00	\$540.00	03-1-██████	\$50.00	\$2,820.32
Case Number	Payment Amount	Remaining Balance										
15-1-██████	\$20.00	\$540.00										
03-1-██████	\$50.00	\$2,820.32										

3. To view all past payment receipts, click the drop down arrow next to **My Account**, then click **My LFO Payments**.



4. Click the blue **Search** button to display all receipts.

If you want to narrow your results, enter in your search criteria prior to searching.

Online LFO Payments

This search can be used to find the status of your online LFO payment(s). You may update the fields to filter your search, or you can simply click **SEARCH** to return a list of your payment(s).

Payment Date to

PPP Number

Public Portal Payment Number (PPP) is available in your My Messages notifications

Search Clear

Once the results are returned, locate the order then click the blue hyperlink PPP number to view your order details.

5. A list of your previous payments will display.

Online LFO Payments

This search can be used to find the status of your online LFO payment(s). You may update the fields to filter your search, or you can simply click **SEARCH** to return a list of your payment(s).

Payment Date to

PPP Number

Public Portal Payment Number (PPP) is available in your My Messages notifications

Search Clear

Transaction Number	Date	Amount	Status
PPP22-000109	10/13/2022	\$50.00	LFOPAYMENT - Completed
PPP22-000108	10/13/2022	\$10.00	LFOPAYMENT - Completed
PPP22-000107	10/13/2022	\$70.00	LFOPAYMENT - Completed

Results 1 - 3