

serving
the community
through the
administration
of justice

Northern Ireland Court Service
Fine Payments Online
User Guide

Should you require any further information about the Court Service please visit our website at www.courtsni.gov.uk or alternatively contact us at our Communications Group.

The report will be made available in a wide range of alternative formats. Requests for alternative formats should be made to the Communications Group.

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Fine Payments Online User Guide

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1. Introduction

If you have been fined on or after 22 January 2010, you can now pay your fine online. The term "fine" is used to cover court-imposed monetary penalties, juror fines and fixed penalties which have been registered with the court.

If your fine can be paid online, the court documentation, fine notice or letter, you have received will contain a Case Reference and an Online Account Reference. You will need both of these in order to pay your fine online.

A sample fine notice is shown below to help you find these details.

Case Ref: 08/304973		NOTICE OF SUM ORDERED TO BE PAID				Page 1 of 1
Online Account Reference: CJFCCHASZU						
At Belfast Magistrates Court on 23-OCT-2009 you were convicted of offences and ordered to pay the following sums on the terms shown below:						
Charge	Fine	Extra Costs	Other Parties	Charge Total	PAYMENT TERMS	
1 Possessing Offensive Weapon In P/Place	£100.00	£0.00	£0.00	£100.00	Full Amount £300.00 to be Paid by 20-NOV-2009	
2 Possessing Offensive Weapon In P/Place	£100.00	£0.00	£0.00	£100.00		
3 Possessing Offensive Weapon In P/Place	£100.00	£0.00	£0.00	£100.00		

You can pay your fine online through our website at www.courtsni.gov.uk 7 days a week between the hours of 6am and midnight.

At present, we only accept MasterCard and Visa credit and debit cards for online payments.

Note that failure to pay your fine within the time allowed may result in a warrant being issued, committing you to prison or a young offenders centre. The issue of a warrant may also increase the amount you are due to pay.

No fine payment can be made online once a warrant has been issued.

If you are having problems using the fine payments online service or if you are having difficulty in paying your fine by the due date, please contact the Customer Service Centre on 028 7126 1329.



At present, only MasterCard and Visa credit and debit cards are accepted.

2. Login Screen

If your fine can be paid online then your court documentation will contain a Case Reference and an Online Account Reference. These two items are linked and are unique to your fine. This helps to ensure that the details of your online fine account are kept secure and that no-one else can access your account.

- Enter the Case Reference
- Enter the Online Account Reference
- Click on the 'Next' button

https://Receipt Fine Online - Fine Payment Screen - Microsoft Internet Explorer

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Fine Payments Online Exit Help

If you have been fined on or after 22 January 2010, you can now pay your fine online. The term "fine" is used to cover court-imposed monetary penalties, juror fines and fixed penalties which have been registered with the court.
The Fine Payments Online service is available 7 days a week between the hours of 6am and midnight. If your fine can be paid online, the court documentation, fine notice or letter you have received will contain a Case Reference and an Online Account Reference. You will need both of these in order to pay your fine online. A sample notice is shown below to help you find these details.

Please enter your Case Reference and Online Account Reference

Case Reference

Online Account Reference

Next

Case Ref: 08/204973 **NOTICE OF SUM ORDERED TO BE PAID** Page 1 of 1
Online Account Reference: CJPCCHASZL

As Bailiff Magistrates Court on 23-OCT-2009 you were convicted of offences and ordered to pay the following sum on the terms shown below:

Charge	Fine	Extra Costs	Other Parties	Charge Total	PAYMENT TERMS
1 Possessing Offensive Weapon in Public	£100.00	£0.00	£0.00	£100.00	Full Amount £300.00 to be Paid by 26-NOV-2009
2 Possessing Offensive Weapon in Public	£100.00	£0.00	£0.00	£100.00	
3 Possessing Offensive Weapon in Public	£100.00	£0.00	£0.00	£100.00	

MasterCard and Visa credit and debit cards are accepted.

Note that failure to pay your fine within the time allowed may result in a warrant being issued, committing you to prison or a young offenders centre. No fine payment can be made online once a warrant has been issued.

If you are having difficulties paying your fine, you may apply to the court for payment by instalments, further time to pay or to vary an instalment order. For further information please contact the Customer Service Centre on 028 7126 1329.

Online help is available by clicking on the 'Help' button.

3. Account Details Screen

If a payment can be made, the Account Details screen will be displayed. This screen will show you the details of your account, including details of any payments already made. The payment terms will also be shown and this will indicate either the date by which your balance must be paid or any applicable instalment terms. If there is an outstanding balance figure shown then you can make a payment up to that amount.

If a payment cannot be made, then a message will be displayed explaining why and indicating any appropriate action that you may be required to take.

Failure to clear your balance by the due date, or maintain instalments will result in a warrant being issued committing you to Prison/Young Offenders Centre. No payment can be made online, or will be accepted by a court office once a warrant is issued.

- Enter the Amount which you wish to pay
- Click on the 'Next' button

https://Receipt Fine Online - Fine Payment Screen - Microsoft Internet Explorer

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Fine Payments Online - Account Details Exit Help

Account Details

Account Name	HOMER SIMPSON (03 May 1967)
Case Reference	08/306275
Online Account Reference	HBSTHGUOHM
Total Amount	£68.00
Total Amount Paid	£0.00
Outstanding Balance	£68.00 To be paid by 22 November 2009

Please enter Amount to be Paid

Amount to be Paid

Previous Next

Done Internet

4. Payer Details Screen

This screen allows you to enter the details of the person making the payment. Name and address details are mandatory. The email address is optional, however providing one will enable the system to send you a receipt by email. If you do not provide an email address you will still be able to print out a receipt after you have successfully made your payment.

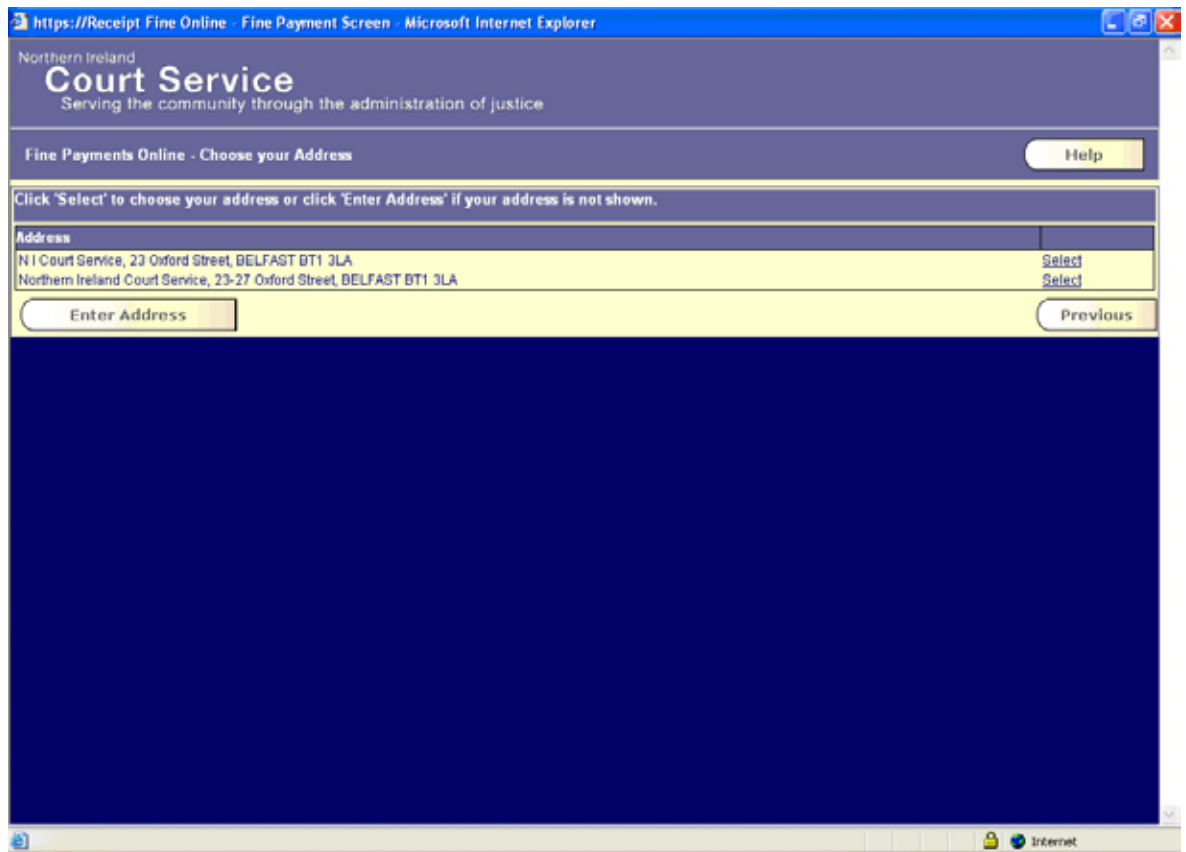
- Enter the Payer Title - select a title from the list available
- Enter the Payer Forename(s)
- Enter the Payer Surname
- Enter the Payer Email Address if you want a receipt to be emailed
- Enter the Payer House Number and Postcode – e.g. House Number - 23, Postcode - BT1 3LA
- Click on the 'Next' button

The screenshot displays the 'Fine Payments Online - Payer Details' screen. At the top, it says 'Northern Ireland Court Service' and 'Serving the community through the administration of justice'. Below this is a 'Help' button. A yellow box contains instructions: 'If you are paying by credit or debit card you need to enter the name and address of the card holder. Click on the Next button to proceed. Click on Select if address is correct or click on Enter Address to amend.' The form is divided into two sections: 'Please Enter Payer Details' and 'Address Details'. The 'Please Enter Payer Details' section includes fields for Title (Mr), Forename(s) (Homer), Surname (Simpson), Email Address (homer@springfield.com), and Company Name. The 'Address Details' section includes fields for House Number (23) and Post Code (BT1 3LA). At the bottom of the form are 'Quit' and 'Next' buttons.

5. Select Address Screen

If the House Number and Postcode entered are accepted by the system as valid then an address or list of addresses will be displayed. You should select the address which matches the address of the payer.

- Click on the 'Select' link shown against the address required.



If the address list displayed does not contain the address expected, click on the 'Enter Address' button.

Type in the:

- house number
- street name
- town or city name
- postcode

A new search will be carried out using the information entered and a list of possible matches will be displayed that you can select from.

6. Payment Details Screen

This screen allows you to enter the card details against which the payment will be charged. At present, only MasterCard and Visa credit and debit cards are accepted online.

- Enter the Payment Method - select Credit Card or Debit Card as appropriate
- Enter the Card Number - enter the card number without spaces
- Enter the Expiry Date - enter the expiry month and expiry year in the appropriate fields
- Enter the Security Code - enter the three digit security code from the back of the card
- Click on the 'Next' button

https://Receipt.Fine.Online.Fine.Payment.Screen - Microsoft Internet Explorer

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Fine Payments Online - Payment Details Help

If you are paying by credit or debit card you need to enter your card details.

Select the Payment Method to select your card type, enter the Card Number (with no spaces), enter the Expiry Date and the three-digit security code. If needed, the Issue Number should also be entered.

Click on the 'Next' button to proceed.

Otherwise, click on the 'Previous' button to return to the previous screen.

Please Enter Payment Details

Payment Method:*

Card Number:*

Expiry Date:* / MM/YY

Security Code:*

Amount Due (£): 34.00

7. Confirmation Screen

This screen allows you to review the details you have entered before submitting the payment.

You should check all the details shown and ensure that you have entered them correctly. If any of the details shown are incorrect, you can click links in the Payer Details, Payment Details or Email Details sections to return you to the appropriate screen to make any amendments. If you have entered an email address on the Payer Details Screen, once you click on the 'Confirm' button, a receipt will be emailed to you.

- Check that all details have been entered correctly before clicking on the 'Confirm' button.
- Click on the 'Confirm' button to make the payment against your account.

The screenshot shows a web browser window with the URL <https://Receipt.Fine.Online>. The page title is "Fine Payment Screen - Microsoft Internet Explorer". The main heading is "Court Service" with the tagline "Serving the community through the administration of justice". Below this, it says "Fine Payments Online - Confirmation" and has a "Help" button. A yellow banner contains the instruction: "Click on the relevant link to amend details if incorrect. Click on 'Confirm' button to submit your payment".

Account Details

Account Name HOMER SIMPSON (03 May 1967)	Online Account Reference HBSTHGUOHM
Case Reference 00/005275	

Payer Details

Homer Simpson	
23 Oxford Street	
BELFAST	
BT1 3LA	

Payment Details

Card will be debited	£34.00
Card Type	Debit Card
Card Number	1234123412341234
Expiry Date	12/12
Security Code	123

Below the details, there are two links: "If these Payer details are incorrect click [HERE](#)" and "If these Payment details are incorrect click [HERE](#)".

Email Details

You have entered the following email address: homer@springfield.com

When payment has been successfully processed a receipt will be sent to the email address entered.

If this Email Address is incorrect click [HERE](#)

At the bottom, there are two buttons: "Quit" and "Confirm".

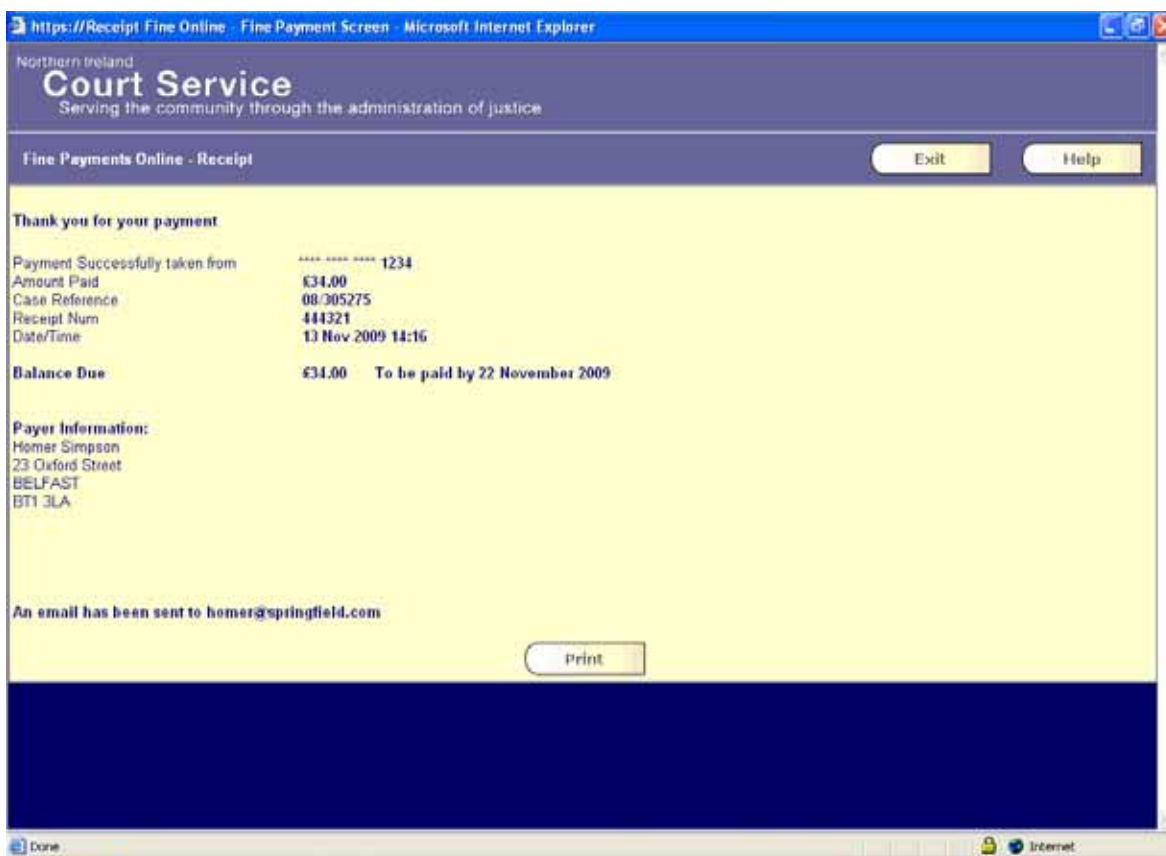
If the payer, payment or email details are incorrect, you can click on the relevant links to amend the details.

8. Receipt Screen

This screen confirms that your payment has been processed successfully.

Your payment is immediately allocated to your account and if there is an outstanding balance, this will be updated and shown on screen.

You can print out the information on this screen using the Print button on screen.





For further information on the work of the Northern Ireland Court Service please contact

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