

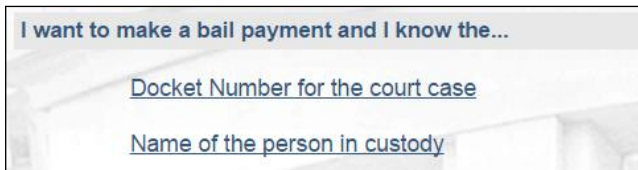
HOW TO USE PAePAY BAIL:

Step 1:

Go to <https://ujportal.pacourts.us/Bail/>

Step 2:

Choose whether to search by Docket Number or Defendant's Name



Step 3:

Select "Philadelphia Municipal Court" from the drop-down and enter all required fields marked with a red *. Click "Search."



Step 4:

Select "Pay."



Step 5:

Enter Amount to Pay. (Note: \$10 County Fee)

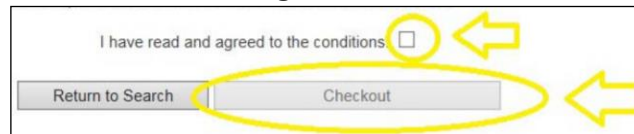


Step 6:

Review all rules and conditions, paying special attention to Rules 5-7 concerning bail refunds and being a Surety.

Step 7:

Check the box to agree and click "Checkout."



Step 8:

Enter all Credit or Debit Card information and click "Continue." (Note: \$2.75 credit card fee)

Step 9:

IMPORTANT: After your payment is submitted, you MUST contact the Bail Acceptance Unit at: (215) 683-7726 to advise the Bail Clerk that bail has been posted.

PROCEED TO "NEXT STEPS" ONLY AFTER YOU HAVE COMPLETED STEPS 1-9.

NEXT STEPS:

- If you chose to be a SURETY you must go in person to the Bail Clerk at 1301 Filbert Street, Basement to sign paperwork.
- You can then pick up the Individual from the Philadelphia Prisons (7901 State Road), at one of the Police Districts, or at the Police Detention Unit depending on the Individual's location at the time bail is paid.
- If the Individual is incarcerated at the Philadelphia Prisons, you can call the Prison Records Room at: (215) 685-7957.
- If the Individual is incarcerated at one of the Police Districts, contact the District directly. For more info go to: www.phillypolice.com/districts
- If the bail money is deposited in the individual's name, the money may be taken for fines, costs or restitution.

ABOUT PAePay BAIL:

- PAePay Bail can only be used to pay bail for misdemeanor or felony cases while the case is in the Philadelphia Municipal Court. For cases in the Philadelphia Court of Common Pleas you must appear in person at the CJC, 1301 Filbert Street.
- The PAePay Bail system automatically recognizes you as the PAYER for the Individual. As the PAYER you relinquish any right to have your money returned.
- If you want your money returned, you must change your status from PAYER to SURETY. As SURETY, you will be entitled to the refund upon completion of the criminal proceeding.
- Please be advised that the SURETY is liable for the FULL AMOUNT of the bail if the Individual fails to appear in court.
- A SURETY will get the posted bail refunded (less a 30% bail program administration fee not to exceed \$1,500) which will be mailed out 30 days after the cases ends (whether guilty or not guilty) so long as the Individual has appeared for Court.

Paying Bail Online for Cases in the Philadelphia Municipal Court



For questions and additional information, please contact (215) 564-4775

This guide was produced by the Pennsylvania Prison Society for the City of Philadelphia

The Pennsylvania **PRISON SOCIETY**

SINCE 1787

245 N. Broad Street, Suite 200
Philadelphia, PA 19107-1518
(215) 564-4775 | (215) 564-7926 (Fax)
www.prisonsociety.org

(c) April 2017



The Unified JUDICIAL
SYSTEM of PENNSYLVANIA
WEB PORTAL

Paying Bail Online for Criminal Cases in Philadelphia

A Guide to the Electronic Bail System

Prepared by

The Pennsylvania **PRISON SOCIETY**

SINCE 1787