

ALASKA COURT SYSTEM

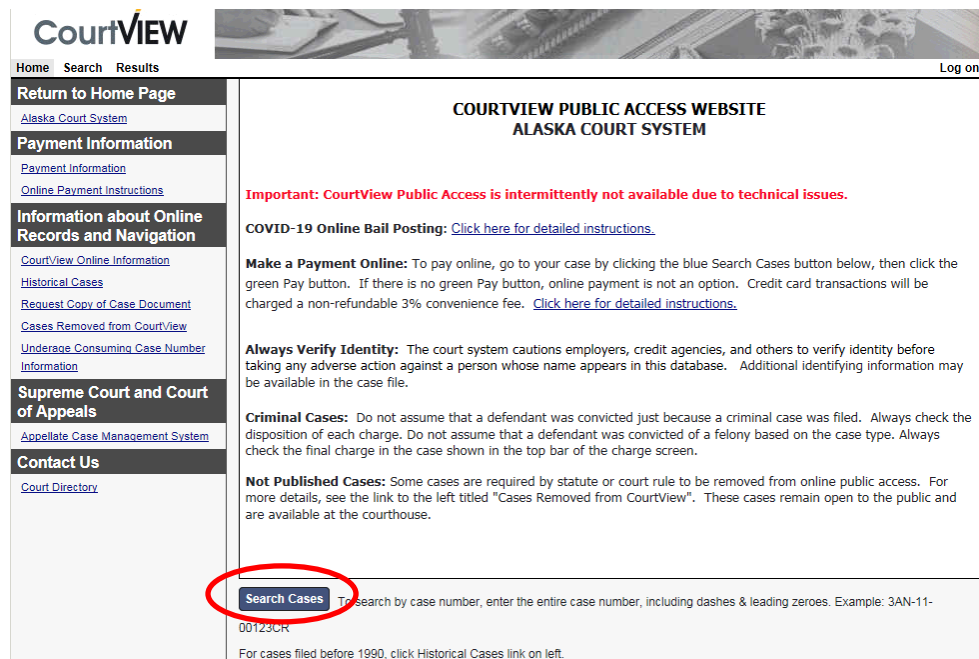
Instructions for Making Online Payments

Note: Online payments can be made with a VISA or MasterCard credit card or debit card. You cannot pay with an American Express or Discover card.

One of the following browsers must be used:

- Microsoft Internet Explorer Version 11 or later,
- Microsoft Edge 42 or later,
- Google Chrome Version 72 or later
- Mozilla Firefox Version 65 or later

Step 1: On the [CourtView Public Access Website](#), click the blue Search Cases button.



Step 2: Search for your case using the information you have:

[Case Number](#) [Name](#) [Ticket Number](#)

- A. **Case Number.** Enter your case number **including leading zeros**, and then click Search.

Search

Select your search criteria below. Fields marked with a * are required.

Number of Results
25

Case Number | Name | Ticket/Citation #

Case Number*
3AN-10-00100CR

Search

- B. **Name.** Click on the Name tab. Enter a last and first name or a company name. Click Search.

Case Number | **Name** | Ticket/Citation #

Last Name*

First Name*

Middle Name

Suffix
Choose One

Or Search by Business Name
Company Name*

Case Type
All Cases
Appeal from Administrative Agency (1AG)
Appeal from Administrative Agency (1CR)
Appeal from Administrative Agency (1HA)
Appeal from Administrative Agency (1HN)
Appeal from Administrative Agency (1JU)
Appeal from Administrative Agency (1KA)
Appeal from Administrative Agency (1KE)

Case Status
All Statuses
Closed
Open
Reopened

Party Type
All Party Types
Absent Spouse
Amicus Curiae
Appellant
Appellee
Applicant
Applicant/Petitioner
Assignee

Search

- C. **Ticket/Citation #.** Click on the Ticket/Citation# tab. Enter the ticket number and click Search.

Case Number | Name | **Ticket/Citation #**

Ticket Number*

OR Search by Drivers License
Drivers License*
State Issued*

OR Search by Vehicle License
Vehicle License*
State Issued*

Search

Step 3: Proceed to instructions for paying:

[Filing fees and copy fees](#)
[Fines, surcharges, Restitution, and Bail](#)

Filing fees and copy fees

- a. In the *Search Results* screen, click on the green Pay button.



Displaying all 2 matches.

Case Number	Case Type	File Date
3AN-20-05758CI	Civil Superior Ct (3AN)	04/01/2020

(If a Pay button is not available, contact the court.)

- b. Fill in all of the payment fields. If your address is not in the US, do the following:
- In the "City" field, enter your city, province (if applicable), country and zip code.
 - If your state or country is not listed in the "State" drop-down field, select "Other."
 - Enter 00000 in the zip code field.

Note: If you are not in the US, and receive a payment error, you must mail a bank/cashier check made payable in US dollars. [A list of court addresses](#) is available on the court's website.

- c. Payment confirmation will display and you will receive a receipt at the email address you entered on the payment screen.

Fines, surcharges, and restitution for criminal and minor offense cases

- a. In the *Search Results* screen, click on the green Pay button.



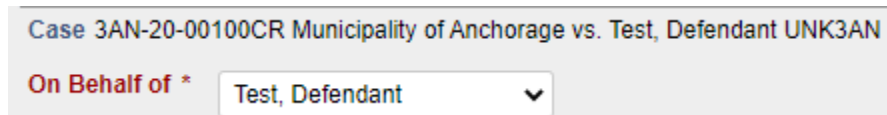
Search Results

Displaying all 39 matches.

Case Number	Case Type	File Date	Party/Company
3AN-16-04234MO	Minor Offenses (3AN)	05/19/2016	Test, Test
3AN-16-04233MO	Minor Offenses (3AN)	05/18/2016	Test, Test
3AN-16-04230MO	Minor Offenses (3AN)	03/17/2016	Test, Test

(If a Pay button is not available, contact the court.)

- b. Select the defendant's name in the 'On Behalf of' field.



Case 3AN-20-00100CR Municipality of Anchorage vs. Test, Defendant UNK3AN

On Behalf of *

- c. Click on the "Select costs and fines" button.

- d. In the "Pay Now" column, uncheck any payment types that you do not want to pay.
- e. In the "Payment Amount" column, enter the amount you wish to pay for each payment type.
- f. Click "Make Payment."
- g. Fill in all of the payment fields. If your address is not in the US, do the following:
 - In the "City" field, enter your city, province (if applicable), country and zip code.
 - If your state or country is not listed in the "State" drop-down field, select "Other."
 - Enter 00000 in the zip code field.

Note: If you are not in the US, and receive a payment error, you must mail a bank/cashier check made payable in US dollars. [A list of court addresses](#) is available on the court website.
- h. Payment confirmation will display and you will receive a receipt at the email address you entered on the payment screen.

Troubleshooting Payment Problems

If you are unable to make a payment, the unpaid balance may no longer be payable to the Alaska Court System because the court has transferred the amount owing to the state or city agency or borough for collection. When you click on the "Pay" button, the name of the collection entity will display.

Make sure your browser is updated.

Note: The "Pay" button will remain in CourtView even though the amounts owing have been transferred for collection. This is a standard function of the eServices software provided by the court's vendor and cannot be removed even if the balance is paid in full to the collection entity.

[Return to Search Screen for Payment](#)