

# PAYMENT OPTIONS:

## ONLINE PAYMENT INSTRUCTIONS:

- Go to: [www.citepayusa.com](http://www.citepayusa.com) (link)
  - Online Payment Instructions (if needed):
    - Select Oklahoma from the state drop down menu;
      - Select the Sac and Fox Tribal Court from the Court drop-down menu.
- **FOR PAYMENT OF FINES, FEES:**
  - Select Fines/Fees or Miscellaneous payments;
  - You will need the case number (i.e. – CRM-2021-XXXX) AND the exact birthdate of the individual;
  - At the top right, enter the required information and click continue;
  - A page with the case information and amount due will come up;
  - Enter the amount you wish to pay and click continue;
  - You will be taken to a page where you can enter your payment information.
- **FOR PAYMENT OF FEES, MISCELLANEOUS PAYMENTS (court records, bar fees, etc.):**
  - Select Miscellaneous payments and click continue;
  - If you are filing documents, you **MUST** send your documents to the Court Clerk's Office **FIRST**. Please send the paperwork and call our office at 1-918-968-2031 and confirm the Clerk's office has received your filing;
  - On the left-hand side, enter as much information as possible. Not all information boxes will apply to everyone;
  - On the right-hand side, please select what miscellaneous payment you are making. **PLEASE** do not make filing payments until you have transmitted your documents to the Court Clerk's Office;
  - If you wish your documents to be mailed to you by regular mail, please select that from the list (no additional cost applied);
  - Once you have finished making your selections from the list, please click how you want it delivered at the bottom and click continue;
  - The next page will have your items you've selected you want to pay for and their cost. If you need to make corrections you may click back to fix them. If the list is correct and complete, please click the box to agree to the terms of CitePayUSA and click next;
  - You will now be able to enter your payment.

## IN-PERSON PAYMENTS:

- Exact Cash
- Personal Checks

- Money Orders
- Cashier's Checks
- Most Credit/Debit cards with Square Terminal (3.5% in-person convenience fee added to the total court fees)

**INSTRUCTIONS FOR PAYMENT BY PHONE:**

- Most Credit/Debit cards with Square Terminal (4% card not present convenience fee added to the total court fees)