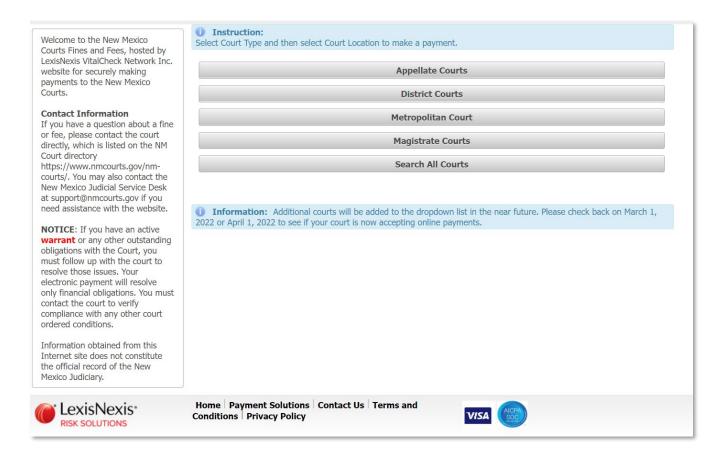
# NEW MEXICO PUBLIC ACCESS ONLINE CREDIT/DEBIT CARD PAYMENT

Payments of Fines and Fees owed to New Mexico Courts can be made online using a Visa, Mastercard, or Discover credit or debit card. Payments can be made using any public or private computer not located on the court's premises.

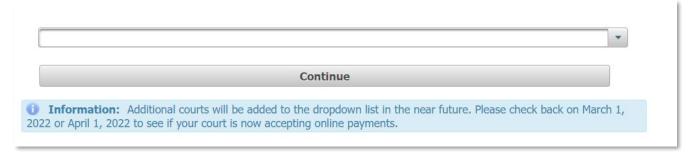
## A. ACCESS THE WEB PAGE

- 1. On a public or private computer, select a web browser (eg. Internet Explorer, Chrome, etc.)
  - a. Enter the url: <a href="https://finesandfees.nmcourts.gov">https://finesandfees.nmcourts.gov</a>
    OR
  - b. From NM Courts webpage <u>www.nmcourts.gov</u> Select link 'Pay Fines and/or Fees'

## **B. SELECT THE COURT TYPE**



A dropdown window will appear. Select the court location. Click Continue.

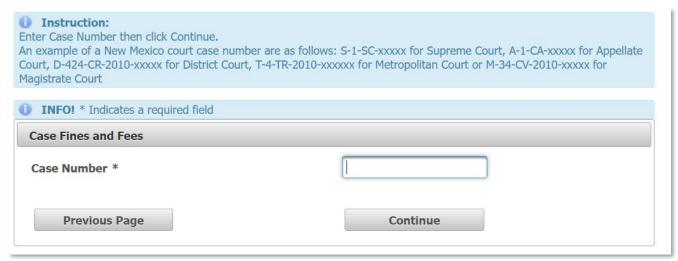


### C. PAYMENT OF CASE FINES AND FEES OR MISCELLANEOUS PAYMENTS

- 1. Select Case Fines and Fees to make a payment on a case.
- 2. Select Miscellaneous Payment to make a payment not associated with a case (District Courts only).



### D. CASE FINES AND FEES - ENTER CASE NUMBER



# E. PARTY NAME

1. Select the Party Name associated with the case. Example shown below.

Case Fines and Fees	
Case Number Case Style Party Name(s)*	D-XXX-CR-2021-00001 State of New Mexico v. JOHN DOE  O JOHN DOE

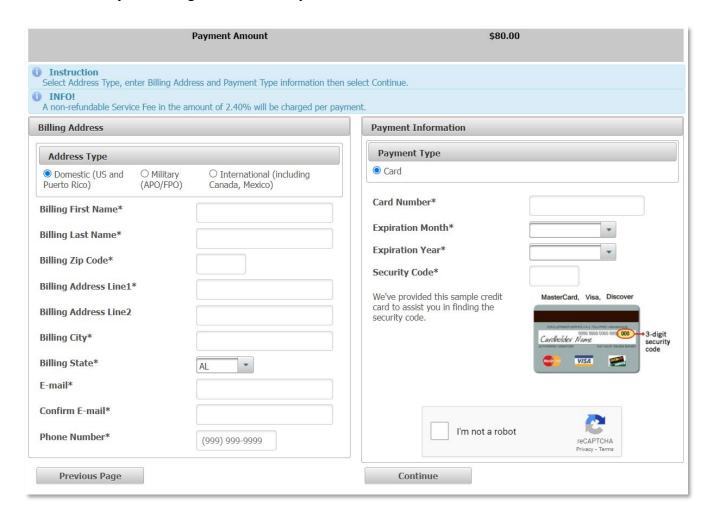
2. Enter the amount of the payment you will be making.

Case Fines and Fees				
Case Number	D-XXX-CR-2021-00001			
Case Style	State of New Mexico v. JOHN DOE			
Party Name(s)	JOHN DOE			
Amount Owed	\$80.00			
Payment Amount*				

3. To add a new fee or payment to your cart, select Add New Fee/Payment or select Continue to checkout.

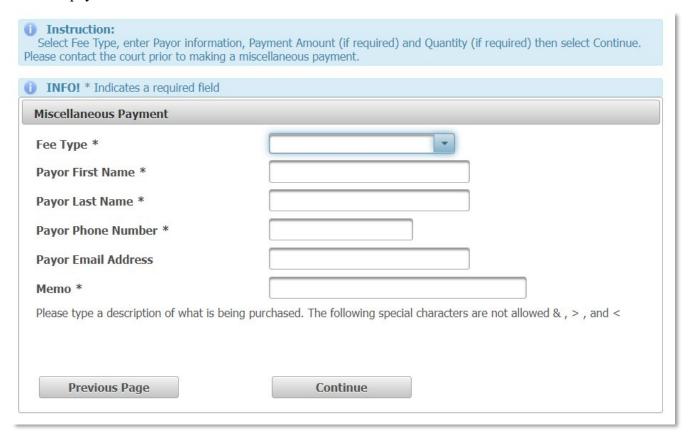
Product Details						
Product	Reference Field		Amount	Action		
Case Fines and Fees	Case Number	D-XXX-CR- 2021-00001	80.00			
	Party Name(s)	JOHN DOE				
Add New Fee/Payment				Continue		

4. Enter your Billing Address and Payment Information.



## F. MISCELLANEOUS PAYMENTS - ENTER FEE TYPE(S)

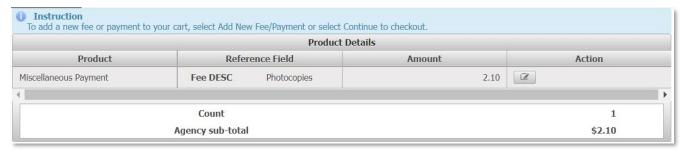
1. This option is available for paying miscellaneous payments in participating District Courts only. You are required to contact the court first to be able to correctly complete the payment information below.



## Example:



2. To add a new fee or payment to your cart, select Add New Fee/Payment or select Continue to checkout.



3. Enter your Billing Address and Payment Information.

Pa	ayment Amount	\$2.10			
Instruction Select Address Type, enter Billing Address and Payment Type information then select Continue.  INFO! A non-refundable Service Fee in the amount of 2.40% will be charged per payment.					
Billing Address		Payment Information			
Address Type		Payment Type			
Domestic (US and ○ Military Puerto Rico) (APO/FPO)	O International (including Canada, Mexico)	● Card			
Billing First Name*  Billing Last Name*  Billing Zip Code*  Billing Address Line1*  Billing Address Line2  Billing City*  Billing State*  E-mail*	AL 🔻	Expiration Month*  Expiration Year*  Security Code*  We've provided this sample credit card to assist you in finding the security code.  MasterCard, Visa, Discover  Card Number*  Adigit security code			
Confirm E-mail*  Phone Number*	(999) 999-9999	I'm not a robot  reCAPTCHA Privacy - Terms			
Previous Page		Continue			

## G. CONFIRM BILLING AND PAYMENT INFORMATION

- 1. Click on Acknowledgment (2/4% non-refundable service fee).
- 2. Click on Pay Now.



# H. PAYMENT CONFIRMATION

1. An Online Payment Receipt will be generated and emailed to the payor if an email address is provided. It is important that you print this out for your records.