

OFFICE OF



**KELLY A. LAWVER**  
CLERK OF COURTS

ADAMS COUNTY COURTHOUSE  
117 BALTIMORE STREET ROOM 103  
GETTYSBURG, PA 17325-2313

PHONE: 717-337-9806  
FAX: 717-334-9333  
EMAIL: [klawver@adamscounty.us](mailto:klawver@adamscounty.us)

**DIRECT PAYMENT TERMS AND CONDITIONS**

The Adams County Clerk of Courts Office is proud to offer Direct Pay to our customers. Direct Pay permits the Adams County Clerk of Courts Office to automatically pull money from your account after a written authorization and a cancelled check is filed in our office.

**Instructions to set up Direct Pay**

- a) Complete the Authorization Agreement for Direct Payments
- b) Attach a VOIDED check from the account that is to be debited each month
- c) Return completed form and cancelled check to the Clerk of Courts Office
- d) Please keep one copy of this document for your records.

Forms must be submitted at least 10 days prior to the next payment. Automatic Payments will begin with the next cycle. A **Pre-note** (zero dollar amount) will be sent to your bank to ensure proper account set up upon entering a new recipient for Direct Pay. There is no dollar amount tied to the pre-note and is used only to confirm bank account and routing numbers. Once confirmation is received, automatic payments will continue each month.

You will be responsible to make any payments due within 10 days of selected billing cycle as well as in the event there were non-sufficient funds prohibiting us from debiting your account.

**Frequency:**

Payments will be made on the 10<sup>th</sup> or the 25<sup>th</sup> of each month. Select your preferred date on the Authorization Agreement. Funds will be deducted from your financial institution the day before the 10<sup>th</sup> or 25<sup>th</sup> in preparation of being applied to the case on the 10<sup>th</sup> or 25<sup>th</sup>. If your due date falls on a weekend or a holiday, the Direct Payment will be debited from your account on the following business day. If an email address is provided, you will be notified when your payment is processed.

**Payment Amount:**

Direct Pay amount must be equal to or greater than the total monthly payment due per your payment agreement, ordered by Court, or other agreement with the Clerk of Courts. If you indicate a payment amount that is less than your original agreement, the Authorization Agreement will be returned to you.

**Fees:**

The Clerk of Courts Office and ACNB Financial Institution on behalf of the Clerk of Courts will impose no fee for using Direct Pay. There is a \$31.00 fee for a return for any reason. Your banking institution may also impose a fee for non-sufficient funds. Contact your financial institution for more information.

**Cancellation:**

If you wish to cancel Direct Pay, you must provide the Clerk of Courts Office in writing, at least 10 days prior to the next payment to be deducted. If the payment is not cancelled in time, the system will still debit the payment from your account.

If the account is paid in full, the Clerk of Courts Office will automatically stop the monthly deductions, and credit your account if necessary.

Cancellation may occur if we receive notice that your account is frozen, closed, or is an invalid number. Cancellation will also occur if your Direct Pay has been returned due to insufficient funds (or any other reason) 2 times within a six month period.

**Overpayments/Refunds:**

If an overpayment is received, or a refund is required, the Clerk of Courts Office will ACH the funds back into your account.

Any questions regarding your account can be resolved by reviewing the case online at <https://ujportal.pacourts.us>. Select Case Information; Criminal Courts of Common Pleas; and select search type. You may also contact the office by calling 717-337-9806.