

## MOBILE APPLICATION

The Adams County Clerk of Courts office offers a free mobile application we encourage you to download. The mobile app is available on Android and IOS devices. You can view your case online, make secure payments, sign up for Court Appearance Notifications, and see the court calendar via the mobile app. The mobile app will assist keeping you up-to-date with changes and news from the office and courthouse.

To download search for Adams County Clerk of Courts or go to <https://apps.myocv.com/share/a39617325>  
Or scan the QR code below



## COURT APPEARANCE NOTIFICATIONS

We also offer defendants the ability to receive a text and/or email reminder of your court date. Defendants are encouraged to sign up for the free Court Appearance Notification via the mobile app. Text and email reminders are sent 4 days prior to your court hearing. Defendants can sign up on the mobile app by clicking on the More icon and selecting "Court Appearance Notification sign up." Text or data rates may apply.

## FOLLOW US ON SOCIAL MEDIA

Let's get social! Follow us on Facebook and Twitter.

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Adams County PA Clerk of Courts



## PACFILE

PACFile is a service that provides the option to file documents with the courts electronically on both new and existing cases. Payment of any associated fees is also accepted at the time a filing is submitted and may be made with Visa, MasterCard, Discover, American Express, or ATM card. Upon completion and payment of the filing, it will be transmitted to the court for processing. Registering for a secure user account is necessary and is for Pro Se litigants.

Non-incarcerated Pro Se litigants are eligible to access and view their case on the Court's Web Portal. Upon accepting the PACFile terms, future service from the Court will occur via PACFile instead of the U.S. Post Office. PACFile registration occurs on the web portal and the office must assign an access code to gain access to your specific case. You **MUST APPEAR IN THE OFFICE** to be assigned the access code.

This access is **not intended for general use**. Litigants bear ultimate responsibility for any unauthorized dissemination of documents gained by the use of the access code and shall immediately notify the Adams County Clerk of Courts in writing that they suspect the code has been compromised so that the Court can regenerate a new access code for the case. Misuse will result in electronic access being terminated.

## PAYMENTS METHODS

Payments must be made monthly and in accordance with your payment plan. Failure to make payments according to your payment plan WILL result in you being listed for Contempt of Court and may include suspension of your driving privileges.

**PAePAY** - The Unified Judicial System has PAePay available online to make payments. This site allows the public to securely make payments on cases with outstanding balances in the Commonwealth of Pennsylvania's Common Pleas and Magisterial District Courts. Payments are accepted using Visa, MasterCard, and Discover as well as by ATM/Debit cards. Log onto <http://ujportal.pacourts.us/> and click on PAePay. Convenience fees apply.

### **ALLPAID (formally GOVPAY) -**

Online payments may also be made using [www.govpaynow.com](http://www.govpaynow.com). This method is flexible and mobile friendly and offers **REOCCURRING PAYMENTS**. Payments are accepted using checks, Visa, MasterCard, ATM/Debit cards. Convenience fees apply.



## CONT'D PAYMENT METHODS

**DIRECT PAY** - 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 each month after a written authorization and a cancelled check is filed in our office. Please read Terms & Conditions and complete the Authorization Agreement to start monthly deductions. Forms are available through our mobile app or website [www.adamscounty.us](http://www.adamscounty.us).

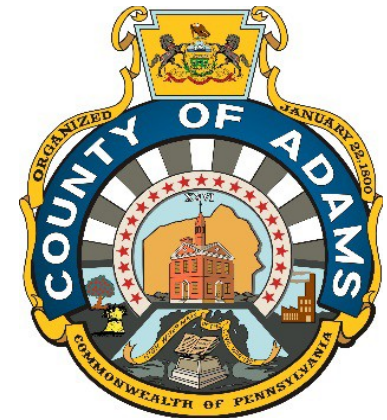
### **TELEPHONE PAYMENTS**

Telephone payments may be made by calling GovPay at 1-888-604-7888. Live operators are available 24/7/365. Pay by phone with a check, credit, debit, or prepaid debit card or any combination. Additional convenience fee will apply for a live operator.

**KIOSK PAYMENT** – Cash, credit and debit card payments can be made at the self-service kiosk in the lobby of the Human Service Building. Convenience fees apply.



# *Welcome to the Adams County Clerk of Courts Office*



***KELLY A. LAWVER***  
Adams County  
Clerk of Court & Clerk of Orphans' Court

717-337-9806

Application hours 8:00 AM to 4:00 PM