

To make payments by Internet:

Go to [www.officialpayments.com](http://www.officialpayments.com)

Select Local Payments box

The next screen is titled Make a Payment:

You can either enter the Jurisdiction Code 1589

Or

Select the State – Ca

Select the Payment Entity – Plumas County Superior Court

Select the Payment type – Citation is the only option but must be selected

If everything is good – select Make a Payment

Note – Plumas Superior Court is separate from Sierra Superior Court and Plumas County Treasurer Tax Collector. Payments to either of these entities should not be made to this jurisdiction code.

For Sierra Superior Court please go to [www.sierracounty.ws](http://www.sierracounty.ws) . Sierra cases will have a case number in the follow format: TR10-**SXXXX**.

If you are requesting 'Trial by Mail' you can not use a credit card payment – You must either mail in your check with the form attached or come to the clerk's office.

The next screen will ask for amount and a check box for debit or credit card  
Select Continue

The next screen displays the amount of the payment plus the fee charged, requires the person read the terms and conditions. If they agree select Accept.

The next screen requires all their personal information and credit card number – pretty straight forward. When complete select Accept

They should then get a confirmation number we recommend they write it down.