

General Sessions Court - Internet Payment Option

www.CourtFeePay.com

VISA, MasterCard, Discover (Debit or Credit cards)

There is a minimum convenience fee for processing added to your transaction for processing a Debit or Credit card of \$4.00 for transactions between \$0.01 - \$100.00. The fee increases to 4% beginning at \$100.01 or above.

- Log onto **http://www.courtfeepay.com**
- From the drop down options lists, choose "Tennessee" and then choose "Henry Co Court" and then choose either "Traffic, Sessions Civil or Sessions Criminal" depending on what type of payment you are attempting to make.
- Next you'll read and acknowledge the payment disclaimer and click on "Accept disclaimer" if you agree with the terms of this payment system and then proceed to the next screen.
- Now complete all of the information requested on the payment screen. Be very careful to answer accurately and be sure to include an email address and phone number where you can be contacted – this is extremely important.
- You will get an email confirmation of your payment once it has been accepted.
- As a matter of follow up, you are welcome to call our office after a few minutes to verify that we did receive your payment if you have any doubt. Please allow at least 15-30 minutes before calling, as it takes some time for the transaction to fully process.
- Payments made when we are not open for business will be received on the next business day we are open.
- Payments can be submitted 24 hours a day/365 days a year*.

*This payment system is dependant on the use of the Internet so some restrictions or temporary interruption may apply in the event the Internet is unavailable to us or our payment provider.



Henry County General Sessions Court Clerk's Office – Contact Us

Phone: (731) 642-0461 Fax: (731) 642-1244

Mailing address: PO Box 429, Paris, Tennessee 38242

Physical address: 101 W. Washington St, Paris, Tennessee 38242

Forms of payment accepted in our office: Cash, Debit/Credit Cards,
Payment by Internet, Certified Checks or Money Orders

*No personal checks are being accepted at this time.

Office Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.