



## Hot Check Payment

### STEP 1

*\*Notice the valid payment types at the bottom of the screen. Have a valid credit card ready, for payment.*

- Enter your **File Number** and **Last Name**. Your file number can be found on the postcard that is sent to your address, from the County Attorney's Office.
- Click the **Search** button, to begin your search.

» Search

Theft by Check (Hot Check) Search/ On-line payment - Only records for Theft by Check complaints or Class "A" and Class "B" Theft by Check Criminal cases are available through this website. Please refer to your file number as you will only be allowed to review your file number to make an online payment.

If you pay the total due before a criminal case is filed (and our office does not receive additional hot checks), at our discretion, no criminal charges will be filed and no warrant will be issued. If you fail to pay the total due, a warrant may be issued for your arrest and you may be prosecuted under the Texas Penal code.

Even if Class "A" and Class "B", criminal theft by check charges have been filed, you may still be able to avoid prosecution by paying the total net due amount. If a criminal case is dismissed, any related warrant will be recalled. You are cautioned that there may be a delay between the time a warrant is served, dismissed or otherwise disposed, and the time this change is reflected on this website.

Please complete the Hot Check search information below. The file number and last name are required. When searching, do not include a dash after the first two digits of the file number, for example, XXXXXXXX. When you are finished, click search. Search the site by your file number found on any correspondence sent you by this office. You should always confirm the information on the website.

If you have any questions about Hot Checks, please call our Hot Checks Department directly at 915-546-2051.

Search Criteria

File Number:

Last Name:

AMERICAN EXPRESS DISCOVER CARD MasterCard VISA

### STEP 2

- You will be redirected to another page that will contain your name, file number, and amount due.

» Results

File Number:

Name:

Amount Due: \$43.45

Payment Amount: 43.45

Date Calculated: 10/30/2012

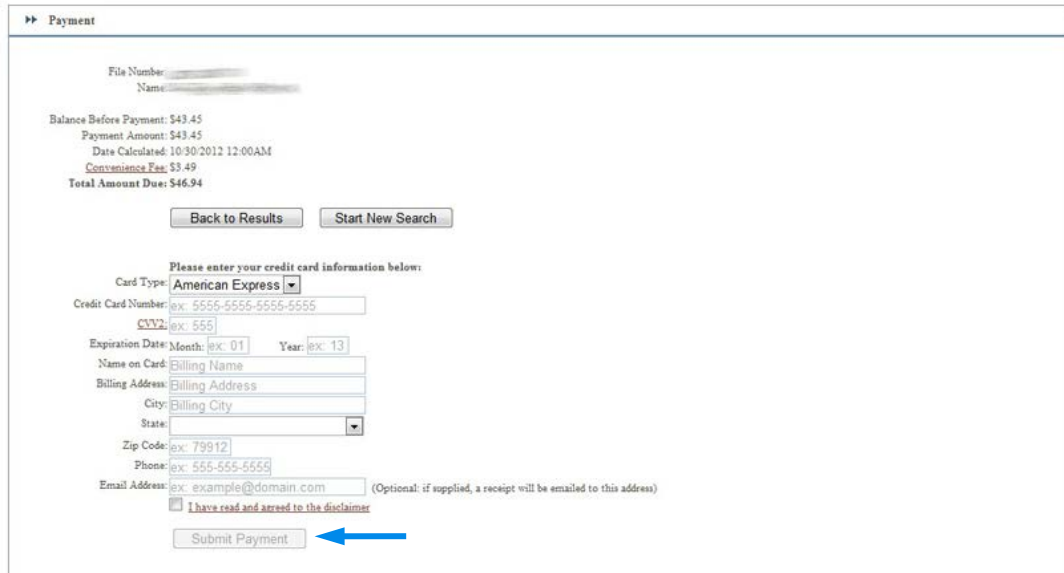
Note: The Date Calculated is the amount owed as of that time.

- Enter the amount you would like to pay.
- Click **Make Payment**.

Note: When your payment is submitted, your file is not updated until the following business day. The **Date Calculated** text displays the date your information was last updated.

### STEP 3

- a) Enter all the information on this screen. The only optional field is your email address. We will use your email address only to send you a receipt of the transaction.



The screenshot shows a payment form with the following fields and information:

- File Number: [Redacted]
- Name: [Redacted]
- Balance Before Payment: \$43.45
- Payment Amount: \$43.45
- Date Calculated: 10/30/2012 12:00AM
- Convenience Fee: \$3.49
- Total Amount Due: \$46.94
- Buttons: [Back to Results](#), [Start New Search](#)
- Section: **Please enter your credit card information below:**
- Card Type: **American Express** (dropdown)
- Credit Card Number: ex: 5555-5555-5555-5555
- CVV: ex: 555
- Expiration Date: Month: ex: 01, Year: ex: 13
- Name on Card: Billing Name
- Billing Address: Billing Address
- City: Billing City
- State: [Dropdown]
- Zip Code: ex: 79912
- Phone: ex: 555-555-5555
- Email Address: ex: example@domain.com (Optional: if supplied, a receipt will be emailed to this address)
- I have read and agreed to the disclaimer
- Submit Payment button (indicated by a blue arrow)

- b) Please notice your time limit, at the bottom of the screen. If your session expires, you will be redirected back to the checkout page.
- c) You must click the checkbox that indicates you have read and agrees to the disclaimer.
- d) Click the **Submit Payment** button to process your payment.

### STEP 4

- a) If your payment has been approved, you will be redirected to a receipt screen. Here, you can click the **Printer Friendly** button, which will pop-up a new screen, to allow you to a print a copy.