

## Civil Section/Web Access

The Civil Section of the District Clerk's office offers several methods of payment for court costs, fines, Web Access account payments and other fees.

### Payment Options and Methods

- **In Person** VISA, MasterCard, Discover, American Express, Money Order, Cashier's Check or Cash
- **By Mail** Money Order or Cashier's Check
- **By phone** (IVR) Using VISA, MasterCard, Discover and American Express
- **Internet** VISA, MasterCard, Discover and American Express

***All payments must include your case number or Web Access account number.***

**Payments may be mailed or paid in person at the following address:**

**Tom Vandergriff Civil Courts Building**  
District Clerk's Office  
100 N. Calhoun St., 2nd Floor  
Fort Worth, Texas 76196  
Mon-Fri, 8:00 AM – 5:00 PM  
817-884-1240

Make money order or cashier's check payable to **District Clerk** or **TCDC** and include your case number on the payment. If you would like a receipt of the payment, please include a self-addressed stamped envelope, and one will be sent upon processing.

### Payments made by internet or Phone (IVR) Credit/Debit Cards:

The Civil section of the District Clerk's office accepts VISA, MasterCard, Discover, and American Express for payment of Civil fees and Web Access Payments. This secure, easy, and convenient way to make payments is processed through Certified Payments.

For internet payments, click on

<https://certifiedpayments.net/index.aspx?BureauCode=2631095>

For phone (IVR) payments, call **1-866-549-1010**

**You will be prompted to give a bureau code.**

**The bureau code for Civil Law is: 2631095**

Please allow up to two business days for your payment to be applied to your case. Your court cost obligations will not be fulfilled until this occurs. You will also be prompted for your Case Number or Web Access account number. **You must have your case number to make a payment on the internet or by phone.** This number is located on your court document. If you are unable to locate your case number, call **(817) 884-1240** during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. (excluding County holidays and weekends).

For phone (IVR) payments, call **1-866-549-1010**

For internet payments, click on <https://certifiedpayments.net/index.aspx?BureauCode=2631095>

**The Convenience Fee for all VISA, MasterCard, Discover and American Express walk-up transactions will be 3% of transaction amount with a \$2.00 minimum.**

**Please Be Advised That the above fees are imposed by our Credit Card Service Provider, and are beyond the control and authority of the District Clerk.**