



## **Marion County Prosecutor's Office – Paying Your Traffic Ticket Instructions**

**\*\*8115 EAST WASHINGTON STREET IS CLOSED\*\***

**\*\*\*PAYMENTS SHOULD BE SUBMITTED AT THE COMMUNITY JUSTICE CAMPUS, 675 JUSTICE WAY\*\*\***

The due date of your Traffic Ticket is contained in your written agreement or will be communicated to you by the Prosecutor's Office or your Attorney. All payments are to be made to the **Marion County Clerk** and not to the Prosecutor's Office. Payment must be made in full. If you need an extension of your payment due date, you must write a letter to the Court at least 7 days before your due date and deliver the letter to the Clerk's Office addressed to: Marion Superior Court (reference your case number), 675 Justice Way, Indianapolis, IN 46203. If payment is not **received** by the due date, the Bureau of Motor Vehicles will be notified AND **your license may be suspended.**

### **IMPORTANT NOTICE**

Prior to submitting your payment, Traffic Court must update the balance owed to reflect your agreement with the Prosecutor's Office. Please visit <https://mycase.in.gov/> to search by case number or your ticket number (also known as the UTT number) or by your name and date of birth as reflected on the citation. Click on your case information. At the bottom of the screen, the Balance Due will be reflected. **Please wait at least 7 days for the Court to update the balance owed prior to submitting payment.**

### **Online Payment**

Online payment is available by visiting <https://mycase.in.gov/>. First, locate the case that you are attempting to submit payment on (see IMPORTANT NOTICE above). Click on your case information. At the bottom of the screen, you will click the blue box "**Make a payment**" and enter your payment information.

### **Payment by Mail**

You may mail in your payment to **Marion County Clerk, 675 Justice Way, Indianapolis, IN 46203.** Payments made by mail **must be made at least 7 days before your ticket due date.** Payments submitted less than 7 days before your ticket due date may result in a late payment, default judgment, and suspension of your license. To submit your payment by mail, include your full name, phone number, mailing address, and case number.

### **In-Person Payment**

In-person payments must be made at the Community Justice Campus, Clerk of Courts, 675 Justice Way, Indianapolis, IN 46203 Monday through Friday from 8:00 a.m. to 4:30 p.m.

### **Questions**

If you have questions about your payment, you may contact the Marion County Clerk at 317-327-4740 or by e-mail to [MSC\\_CVB@indy.gov](mailto:MSC_CVB@indy.gov).