INSTRUCTIONS FOR PAYMENTS OF   
COUNTY COURT FINES & COURT COSTS

* **Payment should be mailed to: County Clerk, Clay County**

**PO Box 548**

**Henrietta, TX 76365**

* Prompt, **regular** payments are required to avoid having your account sent to collections
* PAYMENT METHODS ACCEPTED
  1. Cashier’s check
  2. Money order
  3. Credit or debit card (convenience fee applies)
  4. Cash

**NO PERSONAL CHECKS ACCEPTED**

* Defendant’s name and cause number must appear on money order/cashier’s check to ensure payment is posted to the correct account.   
  Include a self-addressed, stamped envelope if you would like a receipt mailed to you.
* **Online Payments:** [www.co.clay.tx.us/county-clerk](http://www.co.clay.tx.us/county-clerk) OR   
  [www.certifiedpayments.net](http://www.certifiedpayments.net) Bureau code 2015575  
  **YOU MUST KNOW AND ENTER YOUR CASE NUMBER TO PAY ONLINE!**
* COURT COSTS & FINES ARE PAID IN THE COUNTY CLERK’S OFFICE.

**DO NOT SEND PAYMENT FOR COURT COSTS TO THE PROBATION OFFICE.**

* PROBATION FEES AND RESTITUTION ARE PAID IN THE PROBATION OFFICE.

**DO NOT PAY RESTITUTION OR PROBATION FEES TO THE COUNTY CLERK.**

**If you have any questions, please call the   
County Clerk’s office at 940-538-4631**