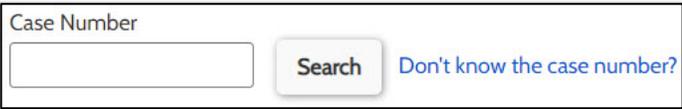




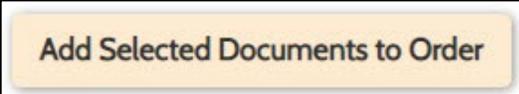
KC SCRIPT PORTAL 快速入门指南： 文件申请

本快速入门指南将向您展示如何申请获取法庭文件副本。

注意：您必须先登录门户账户才能进行操作。

<p>1. 点击主页上的“Request/View Court Records”（申请获取/查看法庭记录）按钮。</p>	 <p>Request/View Court Records (Documents and Audio Hearings)</p>																																								
<p>2. 在“提交标题” (Submission Title) 方框中为您的申请命名。</p>	 <p>Submission Title*</p> <p>eRequest_45</p> <p>You may leave the default name or rename your request for future reference (such as "Mom and Dad's Probate").</p>																																								
<p>3. 输入案件编号，含连接号。点击“搜索” (Search)。</p>	 <p>Case Number</p> <p><input type="text"/> <input type="button" value="Search"/> Don't know the case number?</p>																																								
<p>4. 点击您要申请的每个文件旁的复选框。</p>	<table border="1"> <thead> <tr> <th></th> <th>Sub</th> <th>Date</th> <th>Document Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>-</td> <td>03/07/18</td> <td>CASE SETTING</td> </tr> <tr> <td><input type="checkbox"/></td> <td>-</td> <td>03/07/18</td> <td>Comment Entry</td> </tr> <tr> <td><input type="checkbox"/></td> <td>-</td> <td>03/07/18</td> <td>FILING FEE ASSESSED</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>03/07/18</td> <td>Information</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>03/07/18</td> <td>Order for Warrant</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>03/21/18</td> <td>Notice of Scheduling</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4</td> <td>03/21/18</td> <td>Attachment</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>5</td> <td>03/21/18</td> <td>Criminal No Contact Order</td> </tr> <tr> <td><input type="checkbox"/></td> <td>6</td> <td>03/21/18</td> <td>Initial Arraignment</td> </tr> </tbody> </table>		Sub	Date	Document Name	<input type="checkbox"/>	-	03/07/18	CASE SETTING	<input type="checkbox"/>	-	03/07/18	Comment Entry	<input type="checkbox"/>	-	03/07/18	FILING FEE ASSESSED	<input type="checkbox"/>	1	03/07/18	Information	<input type="checkbox"/>	2	03/07/18	Order for Warrant	<input type="checkbox"/>	3	03/21/18	Notice of Scheduling	<input type="checkbox"/>	4	03/21/18	Attachment	<input checked="" type="checkbox"/>	5	03/21/18	Criminal No Contact Order	<input type="checkbox"/>	6	03/21/18	Initial Arraignment
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5. 点击 “Add Selected Documents to Order”（将所选文件加入订单）按钮。



6. 您可以选择加快处理本案申请，但以电子方式递送的文件将即时收到，因此无法选择加快处理。

Expedite This Case for \$30.00 (your request will be completed within 1 business day)
Electronically delivered documents (if not exempted) are immediately available and cannot be expedited.

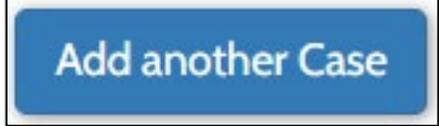
7. 输入所有文件或每份文件所需的 “Copies”（副本数量）、“Delivery Method”（递送方式）和 “Copy Type”（副本类型）。

Sub	Filing Date	Name	Pages	Delivery	Copies	Copy Type	Item Cost	
5	03/21/18	Criminal No Contact Order	1	Electronic	1	Plain	\$0.25	×
7	03/21/18	Order Establishing Conditions of Release	1	Electronic	1	Plain	\$0.25	×
13	04/06/18	Notice of Appearance and Request for Discovery	10	Electronic	1	Plain	\$2.50	×

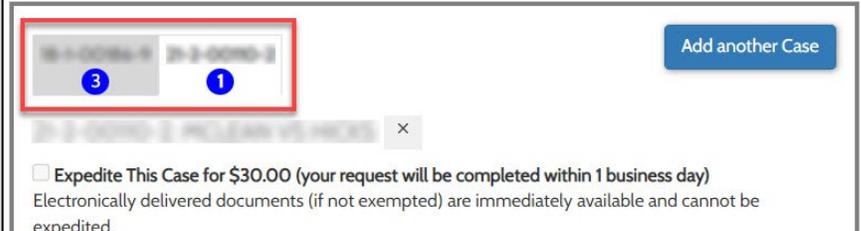
Your Order: 3 items
Your Cost: \$3.00

Submit Order

8. 如需申请多个案件的文件，请点击 “Add Another Case”（添加其他案件）按钮，再重复步骤 3-7。



您将看到其他案件作为新选项卡加入订单。



Expedite This Case for \$30.00 (your request will be completed within 1 business day)
Electronically delivered documents (if not exempted) are immediately available and cannot be expedited.

9. 仔细检查您的申请。点击 “Submit Order”（提交订单）按钮以将其添加到您的购物车，您可在购物车[完成付款流程](#)。

