



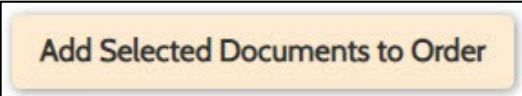
# KC 文本入口網站快速入門指南： 文檔申請

此快速入門指南會說明如何申請法庭文檔的副本。

注意：若要執行此操作，您必須登入您的入口網站帳戶。

1. 按一下首頁上的「Request/View Court Records」(申請/檢視法院記錄) 按鈕。	 <p><b>Request/View Court Records</b> (Documents and Audio Hearings)</p>																																								
2. 在「提交標題」(Submission Title) 的文本框中為您的申請命名。	 <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>																																								
3. 請輸入案件編號，包括破折號。點擊「搜尋」(Search)。	 <p>Case Number</p> <p><input type="text"/> <input type="button" value="Search"/> <a href="#">Don't know the case number?</a></p>																																								
4. 按一下您要申請的每份文件旁邊的核取方塊。	<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. 按一下「Add Selected Documents to Order」（將所選文件新增至訂單）按鈕。



Add Selected Documents to Order

6. 您可以選擇加快處理本案申請，但以電子方式遞送的文件將即時收到，因此無法選擇加快處理。

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. 輸入所有文件或每份文件的「Copies」（份數）、  
「Delivery Method」（交付方法）和「Copy Type」（副本類型）。

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

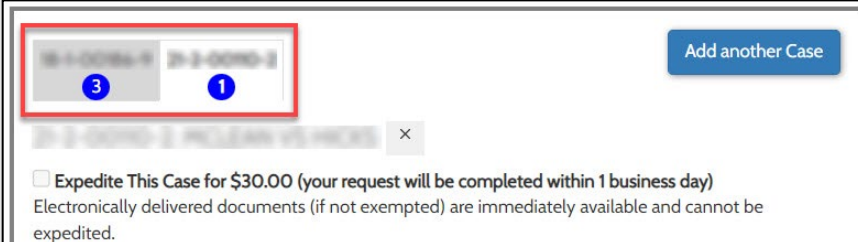
Submit Order

8. 如果您想申請多個案件的文件，請按一下「Add Another Case」（新增另一個案件）按鈕，然後重複步驟 3-7。



Add another Case

您將看到另外的案件新增至您的訂單并顯示為新的索引標籤。



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. 复核您的申請。按一下「Submit Order」（提交訂單）按鈕以將訂單新增至購物車，而您可在購物車[完成付款程序](#)。



Submit Order