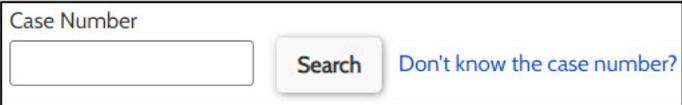
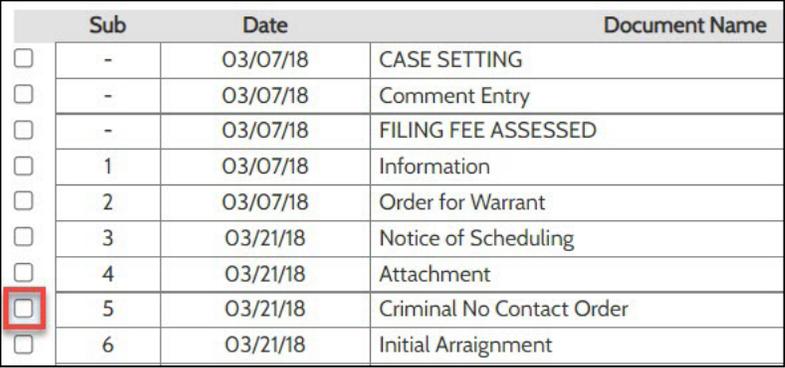
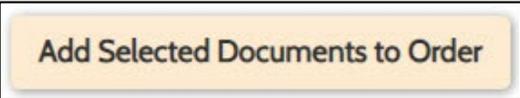




KC SCRIPT PORTAL QUICK START GUIDE: DOCUMENT REQUEST

This quick start guide will show you how to request a copy of a court document.

Note: To do this, you must be logged in to your Portal account.

<p>1. Click the Request/View Court Records button on the home page.</p>	 <p>Request/View Court Records (Documents and Audio Hearings)</p>																																								
<p>2. Name your request in the Submission Title box.</p>	 <p>Submission Title* eRequest_45 You may leave the default name or rename your request for future reference (such as "Mom and Dad's Probate").</p>																																								
<p>3. Enter the Case Number, including the dashes. Click Search.</p>	 <p>Case Number <input type="text"/> <input type="button" value="Search"/> Don't know the case number?</p>																																								
<p>4. Click the check box next to each document you're requesting.</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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<input type="checkbox"/>	6	03/21/18	Initial Arraignment																																						
<p>5. Click the Add Selected Documents to Order button.</p>	 <p>Add Selected Documents to Order</p>																																								

6. You may choose to expedite this case, but electronically delivered documents will be immediately available and cannot be expedited.

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. Enter the number of **Copies**, **Delivery Method**, and **Copy Type** for all documents or for each document.

DOCUMENTS
 Delivery: Electronic Copies: 1 Copy Type: Plain

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. If you'd like to request documents from multiple cases, click the **Add Another Case** button and repeat steps 3-7.



You'll see additional cases added to your order as new tabs.

18-1-00000-1 20-2-00000-1 [Add another Case](#)

3 1

20-2-00000-1 20-2-00000-1 ×

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. Review your request. Click the **Submit Order** button to add it to your cart where you can [complete your payment process](#).

