

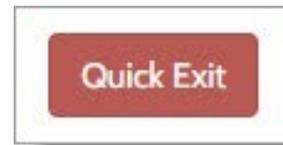


GUÍA DE INICIO RÁPIDO DEL PORTAL KC SCRIPT: ENVÍO DE UNA ORDEN DE PROTECCIÓN

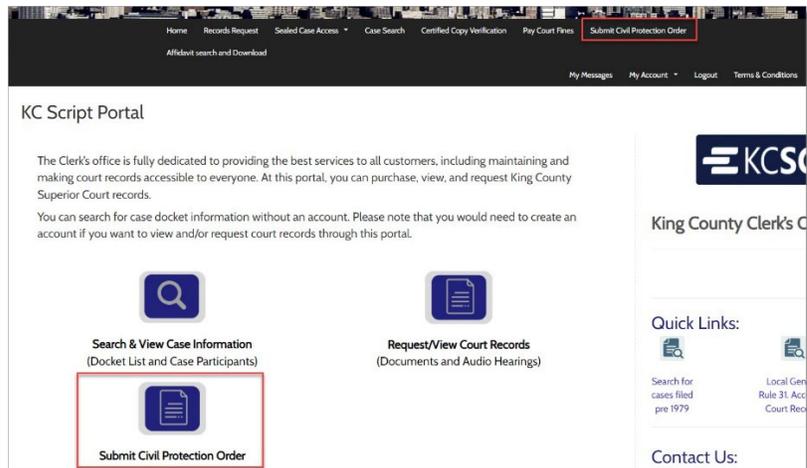
Esta guía de inicio rápido le mostrará cómo enviar sus documentos para una orden de protección para su revisión en la Oficina del Secretario.

❗ Debe iniciar sesión en su cuenta del portal para realizar su envío. ¿Necesita crear una cuenta? [Siga estas instrucciones.](#)

1. Si en cualquier momento necesita cerrar rápidamente la pantalla, oprima el botón rojo **Quick Exit** (Salida rápida). Se abrirá la página de internet de Parques del Condado de King.

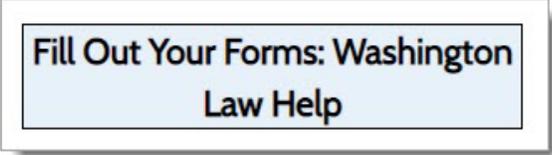


2. Haga clic en **Submit Civil Protection Order** (Enviar orden de protección civil) en el menú superior. También puede oprimir el botón azul **Submit Civil Protection Order** (Enviar orden de protección civil) en la página de inicio.



3. Si necesita ayuda para llenar sus formularios, oprima el botón azul **Fill Out Your Forms: Washington Law Help** (Llene sus formularios: Washington Law Help).

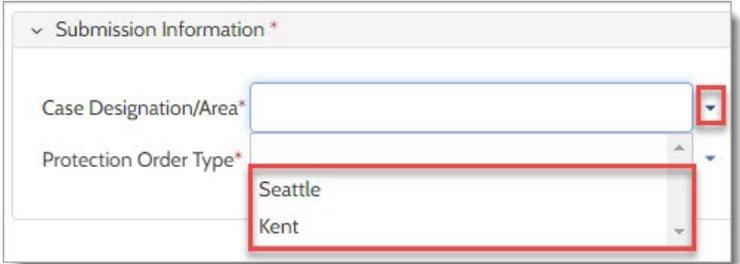
Cuando sus formularios estén listos, puede continuar.



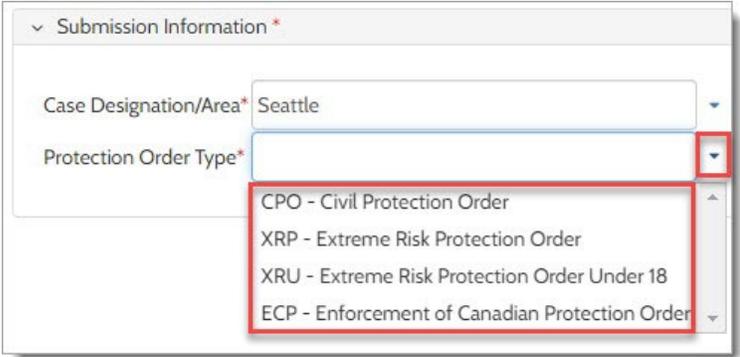
4. Oprima el botón azul **Proceed to Protection Order Submission Form** (Ir al formulario de envío de orden de protección).



5. Usando el menú desplegable, seleccione su **designación/área del caso**.



6. Usando el menú desplegable, seleccione el **tipo de orden de protección**.



7. Si seleccionó CPO, oprima el botón para elegir el **tipo de trámite**.

Submission Information *

Case Designation/Area* Seattle

Protection Order Type* CPO - Civil Protection Order

Filing Type*

- AH - Antiharassment
- DVP - Domestic Violence
- STK - Stalking
- SXP - Sexual Assault
- VA - Vulnerable Adult

Quick Exit

8. Oprima el botón **Next Step** (Siguiente paso).

Previous Step

Next Step

9. Escriba el **apellido** y el **nombre** del solicitante.

Nota: si hace el trámite en nombre de un adulto vulnerable, marque la casilla y escriba el nombre de la persona que necesita protección.

Steps

- ✓ Submission Information *
- ☑ Petitioner *
- Respondent *
- ✓ Documents *

Petitioner *

Enter the name of the person who is asking for protection. Only one person's information should be added.

Party Type* Petitioner

Last Name*

First Name*

Middle Name

Name Suffix

File on behalf of the vulnerable adult

Quick Exit

10. Oprima el botón **Next Step** (Siguiente paso).

Previous Step

Next Step

11. Escriba el **apellido** y el **nombre** del demandado.

Steps

- ✓ Submission Information *
- ✓ Petitioner *
- ☑ Respondent *
- ✓ Documents *

Respondent *

Enter the name of the person who should be restrained. Only one person's information should be added.

Party Type* Respondent

Last Name*

First Name*

Middle Name

Name Suffix

Quick Exit

12. Oprima el botón **Next Step** (Siguiente paso).



13. Oprima el botón **Choose File** (Elegir archivo) y cargue cada uno de los documentos solicitados.

Accepted file types are pdf, doc, docx, and tiff.

A screenshot of a web form section for document uploads. It features a red-bordered box containing two sections: "Required Initiating Documents" and "Other Required Documents". Each section lists document names and "Choose File" buttons. The "Required Initiating Documents" section includes "PTORPRT - Petition for Order for Protection". The "Other Required Documents" section includes "CICS - Case Information Cover Sheet", "LECIF - Law Enforcement and Confidential Information", and "PROR - Proposed Order / Findings".

Are you requesting weapons to be surrendered? If yes, select checkbox.

> Optional Supporting Documents

14. Si solicita que se entreguen armas como parte de su petición, marque la casilla **Request weapons be surrendered in your petition** (Solicitar la entrega de armas en su petición). Haga clic en **Choose File** (Elegir archivo) para cargar la petición requerida.

Are you requesting weapons to be surrendered? If yes, select checkbox.

A screenshot of a web form section for document uploads, similar to the previous one. The checkbox "Are you requesting weapons to be surrendered? If yes, select checkbox." is now checked. Below it, the "Surrender Weapons" section is expanded, showing a document named "ORWPN - Order to Surrender Weapon" with a "Choose File" button.

> Optional Supporting Documents

15. Cuando haya cargado todos los documentos necesarios, oprima el botón azul **Submit for Review** (Enviar para revisión).



16. Una vez que envíe su petición a la Oficina del Secretario para su revisión, verá un mensaje con detalles sobre los siguientes pasos. Este mensaje también se le enviará por correo electrónico.

My Recent Messages

Thank you for your submission. You will receive updates or further instructions via My Messages and your email address.

Case Number	Message Title	Date	Message
PPS22-0000156	Portal Submission Received	12/02/2022	<p>Date: 12/02/2022 Submission Number: PPS22-0000156 Submission Title: TEST VS TEST Elizabeth Ratzlaff:</p> <p>Thank you for the civil protection order submission to our office. The Clerk's Office will review your documents in the order it was received. Once reviewed, you will receive a message via email and through My Messages in your portal account. You can view the status of each submission through the portal under My Submissions or click HERE.</p> <p>Our office will review your submission on the next business day if you submitted your protection order documents outside regular business hours. Our office is open Monday to Friday from 9:00 a.m. to 4:30 p.m. Closed during holidays.</p> <p>Due to court hours and operations, if you submit a protection order petition after 2:15 p.m. during office hours, your temporary protection order hearing may be held on the next business day.</p> <p>We are here to help! Don't hesitate to contact us if you have further questions.</p> <p>Email: DJADVPO@kingcounty.gov Telephone: 206-477-0845 (Seattle), 206-477-3041 (Kent)</p>

17. Después de la revisión, la Oficina del Secretario aceptará o rechazará su envío.

Si su envío es aceptado, recibirá un correo electrónico y un mensaje en su cuenta del portal con su número de caso, fecha y hora de la audiencia programada, e información sobre cómo conectarse a su audiencia virtual.

PPS22-0000156	Portal Submission Filed	12/02/2022	<p>Date: 12/02/2022 Submission Number: PPS22-0000156 Submission Title: TEST VS TEST Elizabeth Ratzlaff:</p> <p>Thank you for your civil protection order submission to our office. The Clerk's Office has initiated your protection order case. Your King County Superior Court case number is: 22-2-04464-1.</p> <p>You must attend your virtual hearing for the temporary protection order with the court on 12/05/2022 by no later than 3:00 p.m. Pacific Standard Time. Protection order hearings are held between 9:00 a.m. to 12:15 p.m. and 1:15 p.m. to 3:00 p.m.</p> <p>Failure to appear on the date and time listed above may result in a denial of your petition.</p> <p>How to Attend Your Virtual Hearing with the Court:</p> <p>You can join your virtual hearing via Zoom (preferred) or through a phone call:</p> <ul style="list-style-type: none"> • Zoom: https://kingcounty.zoom.us/j/95589486575#success • Phone Call: 253-215-8782. Meeting ID: 955 8948 6575 <p>If you prefer to attend your protection order hearing in person on the date and time provided above, please come to one of our protection order offices, and we will provide you with further instructions.</p> <p>Have further questions related to your submission?</p> <ul style="list-style-type: none"> • Visit our FAQ website • Email: DJADVPO@kingcounty.gov • Live Chat: https://www.kingcounty.gov/courts/clerk.aspx • Telephone: 206-477-0845 (Seattle), 206-477-3041 (Kent)
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18. Si su envío es rechazado, recibirá un correo electrónico y un mensaje en su cuenta del portal con más información sobre los siguientes pasos. Oprima el enlace **HERE** (Aquí) en el correo electrónico o el mensaje del portal para revisar el estatus de su envío y ver por qué se rechazó su solicitud.

Una vez que corrija los errores, puede volver a enviar sus documentos.

Case Number	Message Title	Date	Message
PPS22-0000151	Portal Submission Rejected	12/02/2022	<p>Date: 12/02/2022 Submission Number: PPS22-0000151 Submission Title: MALFOY VS MALFOY</p> <p>Elizabeth Ratzlaff:</p> <p>Thank you for your civil protection order submission to our office. The clerk has reviewed your submission and is unable to accept it for filing. You can view the status of each submission through the portal under My Submissions or click HERE for details.</p> <p>When you are ready to resubmit your documentation for a civil protection order, you must start a new submission through the KC Script Portal. Go to THIS website to find instructions and resources on how to fill out your forms and how to e-submit through the KC Script Portal.</p> <p>If needed, you may be able to get assistance from an advocate group who can assist you further. If you have further questions, please contact us at:</p> <ul style="list-style-type: none"> • Email: DJA.DVPO@kingcounty.gov • Live Chat: https://www.kingcounty.gov/courts/clerk.aspx • Telephone: 206-477-0845 (Seattle), 206-477-3041 (Kent)

PPS22-0000151 SEA
MALFOY VS MALFOY

Portal Submission
2 - Civil
Civil Protection Order
Domestic Violence

Rejected
12/02/2022

Portal Submission Portal Summary Quick Exit

Party	Name
Petitioner	MALFOY, NARCISSA
Respondent	MALFOY, LUCIUS

Name	Additional Info	Page #	Status	Status Date	Actions
Initial Submission	beth.ratzlaff@kingcounty.gov		Received	11/30/2022	
Petition for Order for Protection		1	Final	11/30/2022	
Case Information Cover Sheet		1	Final	11/30/2022	
Law Enforcement and Confidential Information		1	Final	11/30/2022	
Proposed Order / Findings	Document is missing required signature. (Code: REJ005) Proposed temporary order is incomplete or does not match the same restraints listed on the petition. (Code: REJ007)	1	Rejected	11/30/2022	

Date	Content	From
Wed, November 30, 2022 11:49 AM	Civil Protection Order Initial Submission	Portal User