



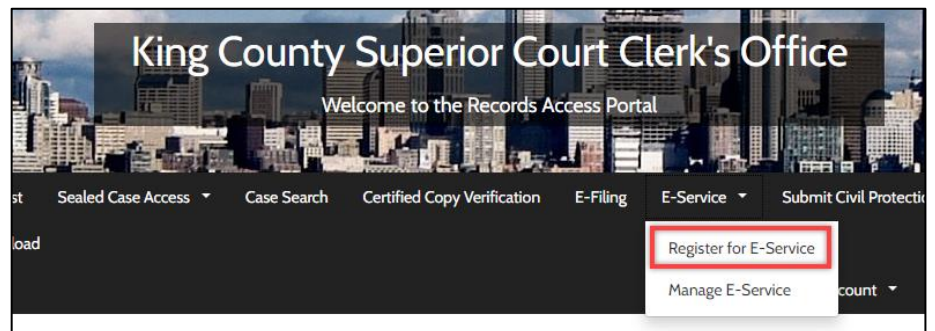
KC 文本入口網站快速入門指南： 管理 E-SERVICE 註冊事宜

此快速入門指南將說明如何：

- 針對您尚未註冊的案件註冊 E-Service
- 管理您已註冊案件的 E-Service 和副本接收者偏好設定

註冊 E-Service

1. 展開 **E-Service** 下拉式選單，然後選取「**Register for E-Service**」（註冊 E-Service）。



2. 輸入案件編號。

然後選取「**Search**」（搜尋）按鍵。

The screenshot shows the 'Register for E-Service' form. The 'Case Number*' input field is highlighted with a red box. Below the input field are 'Search' and 'Clear' buttons, with the 'Search' button also highlighted with a red box.

3. 選取「**Register for E-Service**」（註冊 E-Service）超連結。

The screenshot shows the search results page. The table has the following data:

Case Number	Case Name	Filing Date	Status	Action
23-1-00004-4	STATE OF WASHINGTON VS CASTILLO, RAUL ISAAC	02/21/2023	Active	Register for E-Service

The 'Register for E-Service' link in the Action column is highlighted with a red box. Below the table, it says 'Results 1 - 1'.

4. 如果您是該案件的當事人，請選取「**I am associated to this case**」（我是當事人）旁邊的核取方塊。然後選取「**Association/Party Type**」（當事人類型）。

如果您是律師，請選取「**I am attorney of record on this case**」（我是本案的正式律師）旁邊的核取方塊。然後選取您代表的當事人的「**Association/Party Type**」（當事人類型）。

Register for E-Service

By using the KC Script Portal, you are agreeing to accept Electronic Service. Please see the [Terms and Conditions](#).

Case Number: 23-2-18804-7 SEA

Portal Account Email: djatester1@gmail.com

First Name: Tester1

Last Name: DJA (E-File Case Init 1)

Bar Number: [Empty]

Case Role (choose one)

I am associated to this case.*

Association/Party Type: [Dropdown menu open]

- Defendant
- Guardian Ad Litem
- Involved Party
- Other Legal Professional
- Petitioner
- Plaintiff
- Respondent

Register for E-Service

By using the KC Script Portal, you are agreeing to accept Electronic Service. Please see the [Terms and Conditions](#).

Case Number: 23-2-18804-7 SEA

Portal Account Email: djatester1@gmail.com

First Name: Tester1

Last Name: DJA (E-File Case Init 1)

Bar Number: [Empty]

Case Role (choose one)

I am attorney of record on this case.*

Assignment Role for: Attorney

Association/Party Type: [Dropdown menu open]

- Defendant
- Guardian Ad Litem
- Involved Party
- Other Legal Professional
- Petitioner
- Plaintiff
- Respondent

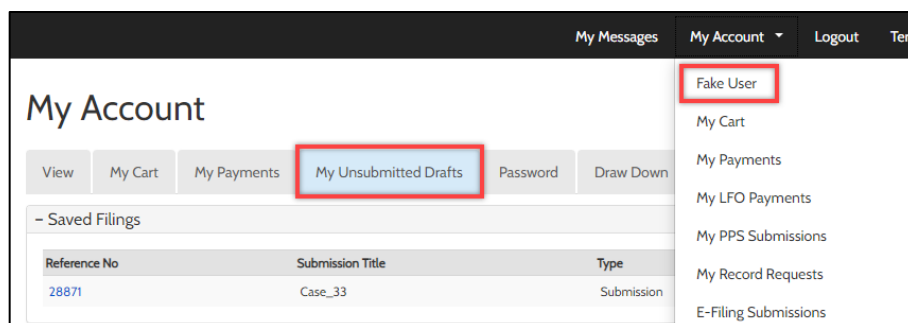
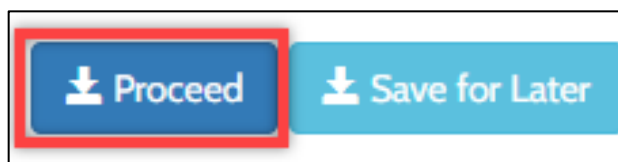
5. 如有需要，請選取箭頭，展開「**Courtesy Recipients**」（副本接收者）面板。然後輸入您希望其接收由您提供的任何文件副本的人員的電子郵件地址。

使用加號和減號按鍵以新增或移除其他收件者。



6. 選取「**Proceed**」（繼續）按鍵以完成上述過程。

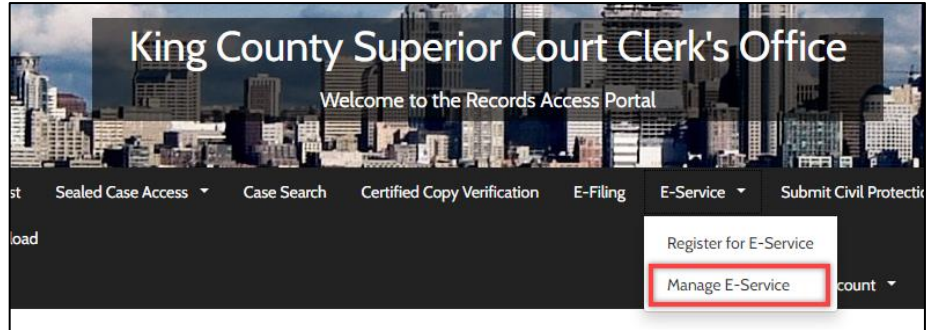
附註：您隨時可以選取「**Save for Later**」（儲存以供稍後使用）按鍵。返回後，您可以透過展開「**My Account**」（我的帳戶）下拉式選單並選取您的姓名，然後選取「**My Unsubmitted Drafts**」（我未提交的草稿）標籤頁來存取已儲存的提交內容。



Reference No	Submission Title	Type
28871	Case_33	Submission

管理 E-Service 和副本接收者偏好設定

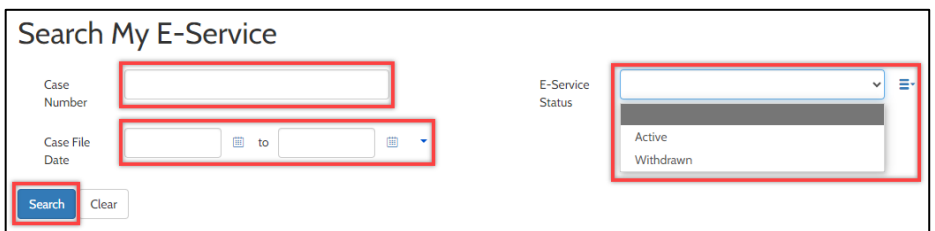
1. 展開 **E-Service** 下拉式選單，然後選取「**Manage E-Service**」（管理 E-Service）。



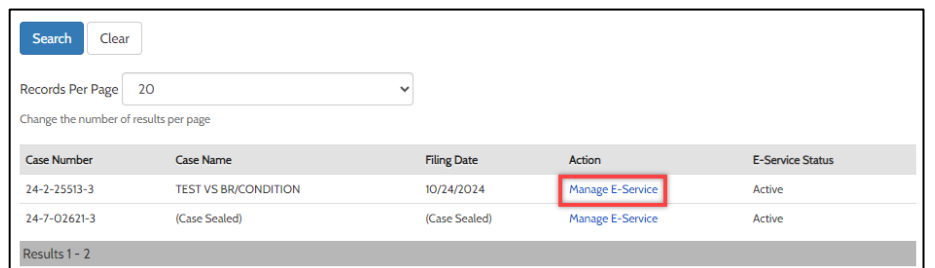
2. 輸入以下任意資訊以縮小搜尋範圍：

- **Case Number**（案件編號）
- **Case File Date**（案件檔案日期）範圍
- **E-Service Status**（**E-Service** 狀態）（從下拉式選單中選取「**Active**」（辦理中）或「**Withdrawn**」（已撤消））

然後選取「**Search**」（搜尋）按鈕。

The image shows the 'Search My E-Service' form. The 'Case Number' input field, the 'Case File Date' range input fields, and the 'E-Service Status' dropdown menu are highlighted with red rectangular boxes. The 'Search' button is also highlighted.

3. 對您要編輯的案件選取「**Manage E-Service**」（管理 E-Service）超連結。

The image shows the search results page. The 'Manage E-Service' link in the 'Action' column is highlighted with a red rectangular box. The table below shows the search results.

Case Number	Case Name	Filing Date	Action	E-Service Status
24-2-25513-3	TEST VS BR/CONDITION	10/24/2024	Manage E-Service	Active
24-7-02621-3	(Case Sealed)	(Case Sealed)	Manage E-Service	Active

4. 選取您要編輯之內容對應的核取方塊：您的 E-Service 或您的副本接收者。

如果選取 E-Service，請繼續步驟 5。

如果選取副本接收者，請跳至步驟 6。

Name	Association
Tester5 DJA (Public User)	Defendant
Tester1 DJA (E-File Case Init 1)	Involved Party
Imee Nededog	Defendant
Imee Nededog-Test	Involved Party

5. 您要回答的問題將因您目前的 E-Service 狀態而異。

如果此案件的 E-Service 狀態為「Active」（辦理中），系統詢問的問題將是

「**Would you like to withdraw from E-Service on this case?**」（您是否要撤消此案例的 E-Service？）您可以透過在下拉式選單中選擇「**Yes**」（是）來撤消。

如果您已經撤消該案件的 E-Service，則系統詢問的問題是「**Would you like to register again for E-Service on this case?**」（您是否要再次對此案件註冊 E-Service？）您可以透過在下拉式選單中選擇「**Yes**」（是）來重新啟用 E-Service。

然後跳至步驟 7。

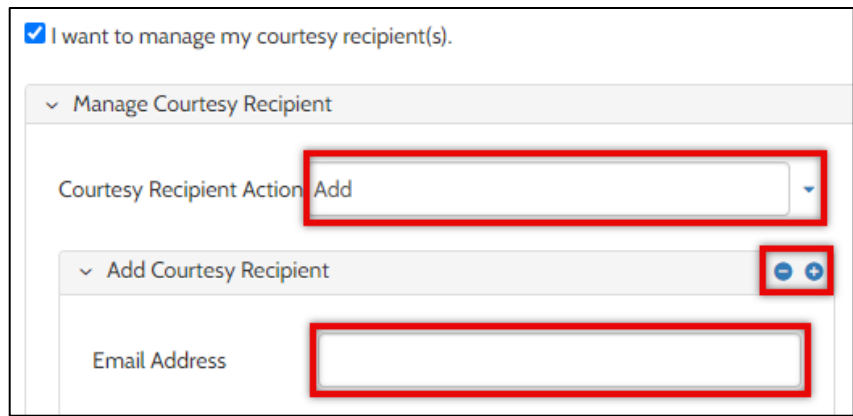
Name	Association
Tester5 DJA (Public User)	Defendant

Name	Association
Tester5 DJA (Public User)	Defendant

6. 若要新增副本接收者，請在「**Courtesy Recipient Action**」（副本接收者操作）下拉式選單中選取「**Add**」（新增）。然後輸入新接收者的電子郵件地址。

使用加號或減號按鍵以新增或移除其他收件者。

若要撤消副本收件者，請在「**Courtesy Recipient Action**」（副本接收者操作）下拉式選單中選取「**Withdraw**」（撤消）。然後選取您要刪除的接收者姓名旁邊的核取方塊。



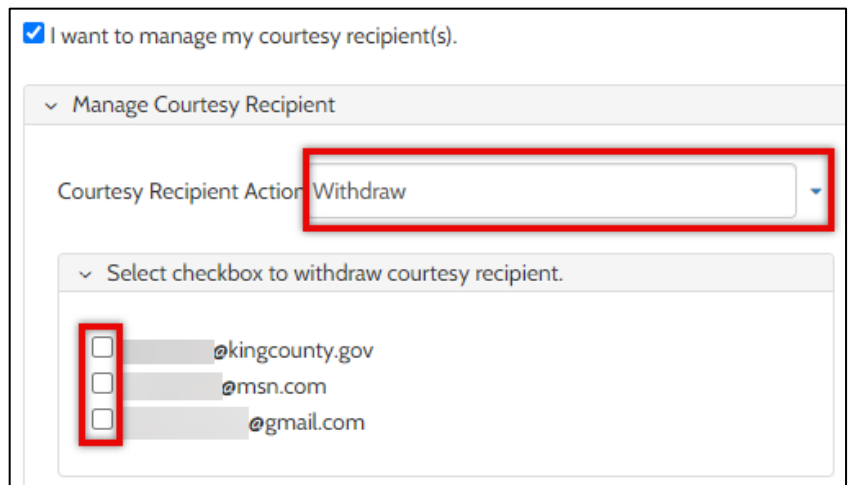
✓ I want to manage my courtesy recipient(s).

Manage Courtesy Recipient

Courtesy Recipient Action: Add

Add Courtesy Recipient: - +

Email Address: [Redacted]



✓ I want to manage my courtesy recipient(s).

Manage Courtesy Recipient

Courtesy Recipient Action: Withdraw

Select checkbox to withdraw courtesy recipient.

- @kingcounty.gov
- @msn.com
- @gmail.com

7. 選取「**Proceed**」（繼續）按鍵以完成上述過程。

附註：您隨時可以選取「**Save for Later**」（儲存以供稍後使用）按鍵。返回後，您可以透過展開「**My Account**」（我的帳戶）下拉式選單並選取您的姓名，然後選取「**My Unsubmitted Drafts**」（我未提交的草稿）標籤頁來存取已儲存的提交內容。

