法律规定，有些人有资格免费领取其文件的副本。本快速入门指南将
介绍如何申请获取豁免法庭文件副本。

注意：您必须先登录门户账户才能进行操作。

1. 点击主页上的 "Request/View Court Records"（申请获取/查看法庭记录）按钮。	**Request/View Court Records** (Documents and Audio Hearings)
2. 在"提交标题" (Submission Title) 方框中为您的申请命名。	Submission Title* eRequest_45 You may leave the default name or rename your request for future reference (such as "Mom and Dad's Probate").
3. 输入案件编号，含连接号。点击 "搜索" (Search)。	Case Number [ ] Search Don't know the case number?
4. 在"此订单是否针对豁免记录 (Is this order for exempt records)？"下拉菜单中选择"是" (Yes)。	Case Number [2-3-0000-3] Search Don't know the case number? Orders for exempt records must be submitted separately from all other orders. When you choose an exempt reason, it will apply to all items in this order. Is this order for exempt records? Learn who is exempt for records based on Washington law. No ▾ * No Yes
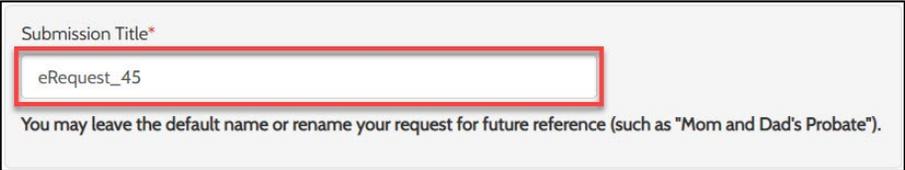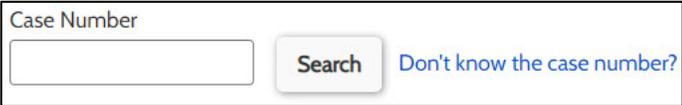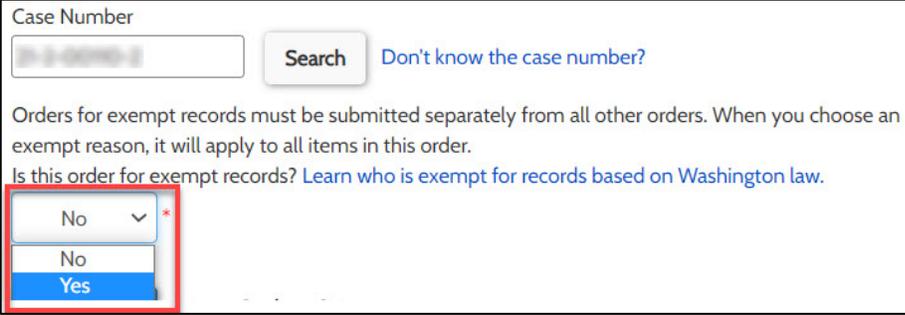
5．在下拉菜单中选择相应的豁免原因。	
6．点击您要申请的每个文件旁的复选框。	
7．点击 "Add Selected Documents to Order"（将所选文件加入订单）按钮。	
8．现在，您可以选择加快处理本案申请。	
9．输入所有文件或每份文件所需的 "Copies"（副本数量）、"Delivery Method"（递送方式）和 "Copy Type"（副本类型）。	

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10. 如需申请要求多个案件的文件，请点击 "Add Another Case"（添加其他案件）按钮，再重复步骤 3 和步骤 6-9。 您将看到其他案件作为新选项卡加入订单。 注意：订单包含的所有文件均须符合相同的豁免原因。	**Add another Case** 3-1-00064-9 21-2-00760-3 ③ ① Add another Case 21-2-00760-3 MCLEAN vS HICKS × ☐ 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.
11. 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。 注意：您申请的文件，将在 Clerk's Office 的工作人员核实豁免资格后提供。当订单处理完毕后，我们将通知您。	**Submit Order**
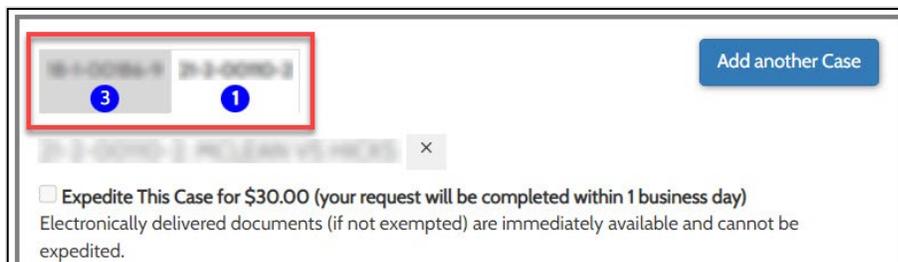
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