



# KC SCRIPT PORTAL QUICK START GUIDE: EXEMPT DOCUMENT REQUEST

By law, some people are eligible to receive copies of their documents free of charge. This quick start guide covers how to request an exempt copy of court documents.

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

<p>1. Click the <b>Request/View Court Records</b> button on the home page.</p>	
<p>2. Name your request in the <b>Submission Title</b> box.</p>	
<p>3. Enter the <b>Case Number</b>, including the dashes. Click <b>Search</b>.</p>	
<p>4. Choose <b>Yes</b> from the <b>Is this order for exempt records?</b> drop down menu.</p>	

5. Select the appropriate **exempt reason** from the drop down menu.

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.](#)

Yes  No

Please select the correct Revised Code of Washington (RCW) from this list. This RCW (exemption reason) will apply to all qualifying items. You must be eligible by law to receive the documents you are requesting. Please note that only specific individuals and specific court documents are exempt by law.

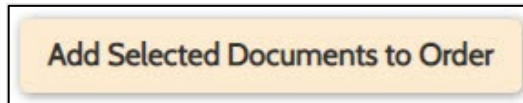
-Select-

- RCW 7.90.055 (Petitioner: Sexual Assault)
- RCW 7.92.080 (Petitioner: Stalking)
- RCW 7.94.030 (9) (Petitioner: Extreme Risk)
- RCW 13.64.050 (Petitioner: Emancipation)
- RCW 26.50.040 (Petitioner: Domestic Violence)
- RCW 74.34.310 (Petitioner: Vulnerable Adult)
- RCW 73.04.120 (Veterans and Veterans Representatives: Case File)
- RCW 73.36.155 (Veteran: Case File for Eligibility Purposes)
- RCW 73.04.010 (Veteran or Legal Representative: Certificate)
- RCW 9.94A.500 (Prosecuting Attorneys: Criminal Convictions)
- RCW 36.18.016 (Law Enforcement Officer: Sex Offender Registry)
- RCW 26.52.060 (Foreign Prosecutor and Law Enforcement Agency: Protection Order Related)
- RCW 74.20.300 (Department of Social and Health Services)
- AGO 61-62 No. 136 (Washington State Department of Licensing: Abstracts or Judgments)
- Court Order (Documents Authorized by Court Order Only)
- RAP 15.2 (Order of Indigency)

6. Click the **check box** next to each document you're requesting.

<input type="checkbox"/>	Sub	Date	Document Name	Additional Information	Seal	Pages
<input type="checkbox"/>	1	01/04/21	Petition for Order for Protection			7
<input type="checkbox"/>	2	01/04/21	Case Information Cover Sheet			1
<input checked="" type="checkbox"/>	3	01/04/21	Temporary Order for Protection			4
<input type="checkbox"/>	4	01/04/21	JIS Check Confidential Document Cover Sheet			3
<input type="checkbox"/>	5	01/07/21	Return of Service			2
<input type="checkbox"/>	6	01/08/21	JIS Check Confidential Document Cover Sheet			3
<input type="checkbox"/>	9	01/15/21	Order for Protection			6
<input type="checkbox"/>	8	01/15/21	Minutes			2
<input type="checkbox"/>	10	08/17/21	Letter			3

7. Click the **Add Selected Documents to Order** button.



8. You may now choose to expedite this case.

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

**DOCUMENTS**

Delivery:  Copies:  Copy Type:

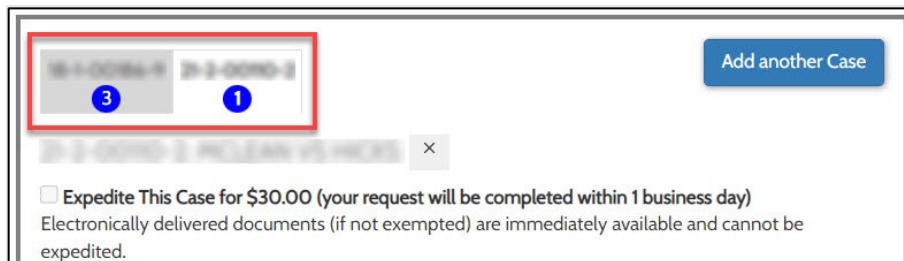
Sub	Filing Date	Name	Pages	Delivery	Copies	Copy Type	Item Cost
3	01/04/21	Temporary Order for Protection	4	Electronic	<input type="text" value="1"/>	Plain	\$1.00 (EXEMPT)
9	01/15/21	Order for Protection	6	Electronic	<input type="text" value="1"/>	Plain	\$1.50 (EXEMPT)
8	01/15/21	Minutes	2	Electronic	<input type="text" value="1"/>	Plain	\$0.50 (EXEMPT)

Your Order: 3 items  
Your Cost: \$0.00  
Exempt Total: \$3.00

10. If you'd like to request documents from multiple cases, click the **Add Another Case** button and repeat step 3 and steps 6-9.

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

Note: All documents in your order must qualify under the same exemption reason.



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

Note: The documents you requested will be available after Clerk's Office staff have verified your qualification for exemption. You will be notified when your order has been processed.

