



KC SCRIPT PORTAL 快速入门指南： 申请获取听证会记录

本快速入门指南将帮助您申请获取听证会的录音。

注意：您必须先登录门户账户才能进行操作。

<p>1. 点击主页上的 "Request/View Court Records"（申请获取/查看法庭记录）按钮。</p>	
<p>2. 在“提交标题” (Submission Title) 方框中为您的申请命名。</p>	
<p>3. 输入案件编号，含连接号。点击“搜索” (Search)。</p>	
<p>4. 点击您申请的每场听证会旁的复选框。</p> <p>未列出所需的听证会？请参见最后一页。</p>	

5. 点击"Add Selected Hearings to Order"（将所选听证会加入订单）按钮。

Add Selected Hearings to Order

6. 现在，您可以选择加快处理本案申请。

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. 选择所有听证会或每次听证会的"Audio Type"（音频类型）。

HEARINGS
You can change the start and stop times to order a partial hearing.

Audio Type: FTR File

Date	Type	Hearing	Start/Stop	Audio Type	Delivery	Item Cost	
12/31/18	Motion Hearing	Motion hearing	09:40:30 AM - 09:44:15 AM	FTR File	Electronic	\$25.00	×
06/07/19	Motion Hearing	Motion hearing	11:21:09 AM - 12:03:07 PM	FTR File	Electronic	INCLUDED	×
03/17/21	Family Law DV	Motion hearing	08:58:16 AM - 09:04:06 AM	FTR File	Electronic	INCLUDED	×

Your Order: 3 items
Your Cost: \$25.00

Submit Order

8. 如需申请获取部分录音，请点击时钟图标，调整开始和停止时间。

HEARINGS
You can change the start and stop times to order a partial hearing.

Audio Type: FTR File

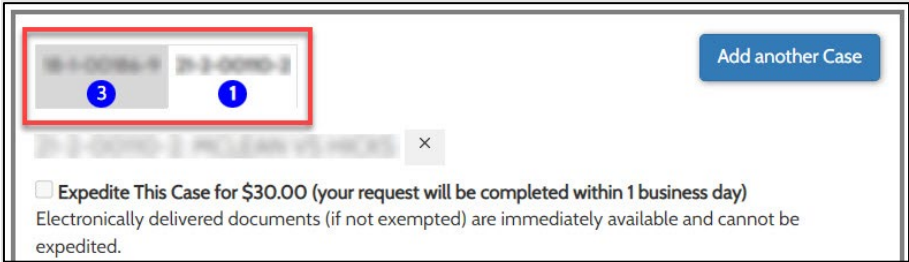
Date	Type	Hearing	Start/Stop	Audio Type	Delivery	Item Cost	
12/31/18	Motion Hearing	Motion hearing	09:40:30 AM - 09:44:15 AM	FTR File	Electronic	\$25.00	×
06/07/19	Motion Hearing	Motion hearing	11:21:09 AM - 12:03:07 PM	FTR File	Electronic	INCLUDED	×
03/17/21	Family Law DV	Motion hearing	08:58:16 AM - 09:04:06 AM	FTR File	Electronic	INCLUDED	×

Your Order: 3 items
Your Cost: \$25.00

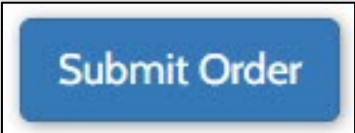
Submit Order

9. 如需申请多个案件的听证会录音，请点击"Add Another Case"（添加其他案件）按钮，再重复步骤 3-8。

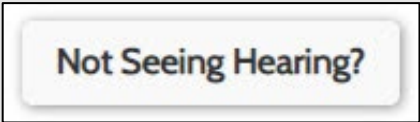
您将看到其他案件作为新选项卡加入订单。



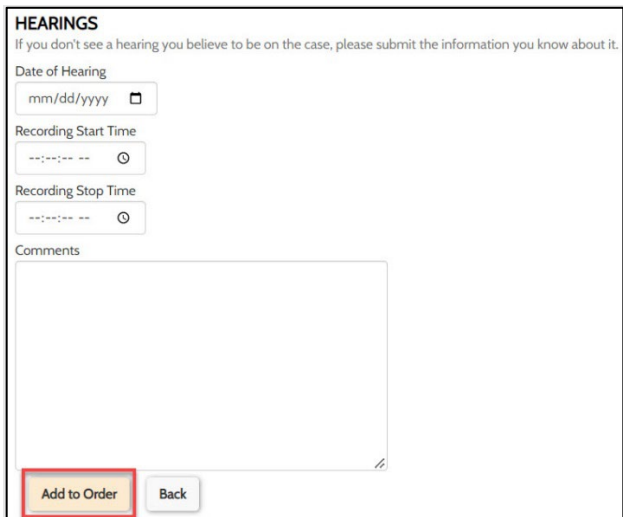
10. 仔细检查您的申请。点击 "Submit Order"（提交订单）按钮以将其添加到您的购物车，您可在购物车[完成付款流程](#)。



如未显示所需的听证会，请点击"Not seeing a hearing?"（未看到听证会？）按钮。



输入您已知的听证会信息，点击"Add to Order"（加入订单）按钮，再从步骤 6 开始继续下面的步骤。

A screenshot of a web form titled "HEARINGS". The form contains the following fields: "Date of Hearing" with a date picker (mm/dd/yyyy), "Recording Start Time" with a time picker (--:--:--), and "Recording Stop Time" with a time picker (--:--:--). Below these is a "Comments" text area. At the bottom of the form, there are two buttons: "Add to Order" (highlighted with a red box) and "Back".