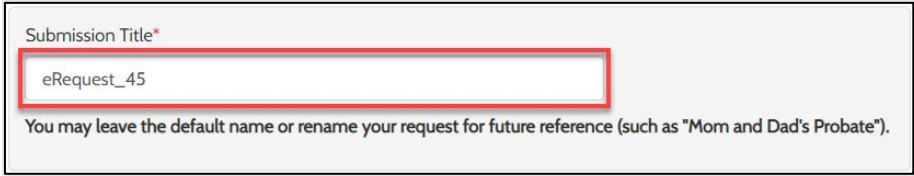
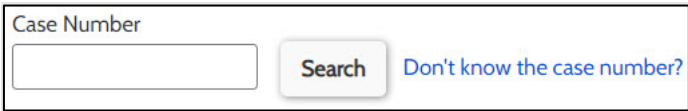




# KC 文本入口網站快速入門指南： 申請聽證會

此快速入門指南將協助您申請聽證會的記錄。

注意：若要執行此操作，您必須登入您的入口網站帳戶。

<p>1. 按一下首頁上的「Request/View Court Records」（申請/檢視法院記錄）按鈕。</p>	
<p>2. 在「提交標題」(Submission Title) 的文本框中為您的申請命名。</p>	
<p>3. 請輸入案件編號，包括破折號。點擊「搜尋」(Search)。</p>	
<p>4. 點擊您要申請之各個聆訊旁邊的核取方塊。</p> <p>未列出所需的聆訊？請參閱最後一頁。</p>	

5. 點擊「Add Selected Hearings to Order」（新增所選聆訊至訂單）按鍵。

Add Selected Hearings to Order

6. 您現在可選擇加快此案件的處理。

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. 為所有聆訊或各個聆訊選擇「Audio Type」（音訊類型）。

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. 如欲申請部分錄音/錄影，則點擊時鐘圖示以調整開始及停止時間。

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

Audio Type: FTR File

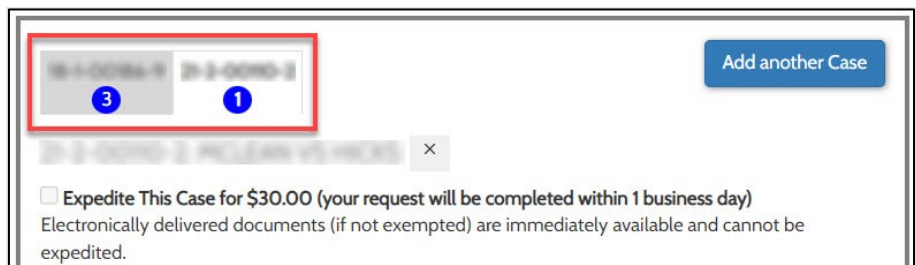
Date	Type	Hearing	Start/Stop	Audio Type	Delivery	Item Cost
12/31/18	Motion Hearing	Motion hearing	09:40:30 AM - 09:44:15 AM	FTR File	Electronic	\$25.00
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03/17/21	Family Law DV	Motion hearing	08:58:16 AM - 09:04:06 AM	FTR File	Electronic INCLUDED	

Your Order: 3 items  
Your Cost: \$25.00

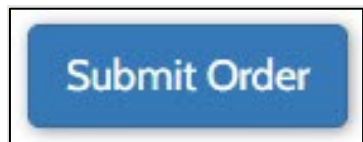
Submit Order

9. 如果您想申請獲取多個案件的聆訊錄音/錄影，則點擊「Add Another Case」（新增另一個案件）按鍵並重複步驟 3-8。

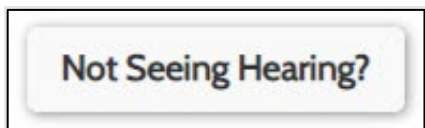
您將看到另外的案件新增至您的訂單并顯示為新的索引標籤。



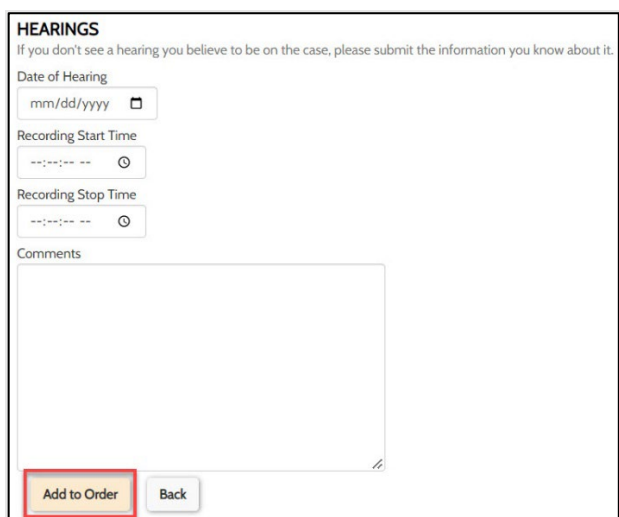
10. 复核您的申請。按一下「Submit Order」（提交訂單）按鈕以將訂單新增至購物車，而您可在購物車[完成付款程序](#)。



如果您未看到所查找的聆訊，則點擊「Not Seeing Hearing?」（看不到聆訊？）按鍵。



輸入您知道的聆訊資訊，點擊「Add to Order」（新增至訂單），然後繼續從步驟 6 操作。

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".