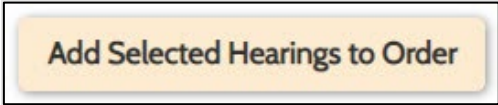# GUÍA DE INICIO RÁPIDO DEL PORTAL KC SCRIPT: SOLICITE UNA AUDIENCIA

Esta guía de inicio rápido le ayudará a solicitar una grabación de una audiencia.

Nota: Para hacer esto, debe iniciar sesión en su cuenta del portal.

1. Haga clic en el botón Request/View Court Records (Solicitar/Ver registros judiciales) en la página de inicio.	**Request/View Court Records** (Documents and Audio Hearings)
2. Escriba su solicitud en el cuadro Submission Title (Título del envío).	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. Escriba el número de caso, incluyendo los guiones. Haga clic en Search (Buscar).	Case Number [ ] Search Don't know the case number?
4. Haga clic en la casilla de verificación junto a cada audiencia que solicita. ¿No encuentra la audiencia que busca? Consulte la última página.	**HEARINGS** Select the hearings you want to order. If you do not see the hearing you are looking for, please use the **Not Seeing Hearing** button to request.

HEARINGS table (step 4):

Date	Type	Location	Official	Hearing	Start Time	End Time
12/17/18	Motion Hearing	MRJC 1H	Comm. Melinda Johnson Taylor	Hearing continued	9:39:59	9:40:35
12/31/18	Motion Hearing	MRJC 1H	Pro Tem Nancy Bradburn-Johnson	Motion hearing	9:40:30	9:44:15
01/14/19	Motion Hearing	MRJC 1G	Comm. Jennie Laird	Hearing continued	9:49 AM	9:53 AM
02/05/19	Motion Hearing	MRJC 1F	Comm. Jennie Laird	Motion hearing	11:24:00 AM	11:36:00 AM
02/27/19	Motion Hearing	KCCH W331	Tanya Thorp	Motion hearing	9:40:00	9:44:52
03/27/19	Motion Hearing	KCCH W331	Tanya Thorp	Motion hearing	10:54:00	11:02:22
04/10/19	Surrender Weapons Review	KCCH W331	Tanya Thorp	Motion hearing	10:24:23	10:40:20
06/07/19	Motion Hearing	MRJC 3B	Matthew Williams	Motion hearing	11:21:09 AM	12:03:07 AM
11/15/19	Motion Hearing	MRJC 1G	Comm. Jonathon Lack	Motion hearing	9:10:13	9:32:37
03/06/20	Family Law DV	MRJC 1G	Comm. Jonathon Lack	Motion hearing	9:13:00	9:45:40
03/11/20	Surrender Weapons Review	KCCH W331	Janet Helson	Motion hearing	10:15:22	10:22:30
08/03/20	Motion Hearing	MRJC 4C	Maureen McKee	Motion hearing	8:49:00	9:31:17
03/17/21	Family Law DV	MRJC 1F	Comm. Jennie Laird	Motion hearing	8:58:16/10:10:00	9:04:06/10:48:40
10/27/21	Motion Hearing	KCCH W331	Janet Helson	Motion hearing	03:35:25	04:33:20

Add Selected Hearings to Order   Not Seeing Hearing?

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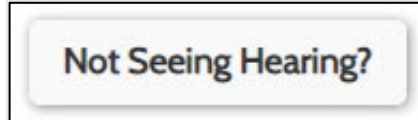|	
5. Haga clic en el botón Agregar las audiencias seleccionadas al pedido.	**Add Selected Hearings to Order**
6. Puede elegir acelerar este caso.	☐ **Expedite This Case for $30.00 (your request will be completed within 1 business day)** Electronically delivered documents (if not exempted) are immediately available and cannot be expedited.
7. Seleccione el Tipo de audio para todas las audiencias o para cada audiencia.	**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. Para solicitar una grabación parcial, haga clic en el icono del reloj para ajustar el momento de inicio y finalización.	**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. Si desea solicitar grabaciones de audiencias de varios casos, haga clic en el botón Agregar otro caso y repita los pasos 3 a 8. Los casos adicionales aparecerán en su pedido como pestañas nuevas.	**Add another Case** [████████] [██████] **Add another Case** ③ ① ██████ ██████ ✕ ☐ **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.

10. Revise su petición. Oprima el botón Submit Order (Enviar pedido) para añadirlo a su carrito, en donde puede concluir el proceso de pago.	Submit Order

Si no ve la audiencia que busca, haga clic en el botón ¿No encuentra la audiencia?	Not Seeing Hearing?
Ingrese la información de la audiencia que conoce, haga clic en Agregar al pedido, luego continúe desde el paso 6.	**HEARINGS** If you don't see a hearing you believe to be on the case, please submit the information you know about it. Date of Hearing mm/dd/yyyy Recording Start Time --:--:-- -- Recording Stop Time --:--:-- -- Comments Add to Order Back

Last Updated 11/7/2022

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