



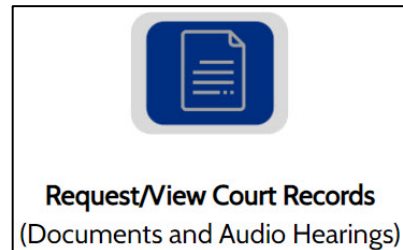
KC 文本入口網站快速入門指南： 發出申請

這份快速入門指南會說明如何申請書記官發出的文檔，如手令、傳票及引註。

注意：若要執行此操作，您必須登入您的入口網站帳戶。

⚠️ 請勿在訂單中新增其他物品及發出申請。訂單中的任何其他項目將會被移除。

1. 按一下首頁上的
「Request/View Court
Records」（申請/檢視法院
記錄）按鈕。



2. 點擊「發出傳票、手令
或引註」（Issuance of
Subpoena, Writ, or Citation）
按鈕。

Records Request

Information

- If you know your case number, use the case search to add documents and recordings to your order.
- If you don't know your case number, you can add a research request to your order and we'll find the records for you.

PLEASE NOTE: Some documents may be immediately available after purchase. Other records such as recordings, archive documents, subpoenas, writs, research requests, and others might take up to 5 business days to be completed. You will be notified via email and through your account once your request is processed. Once submitted, your order status will be available through My Orders.

DOCUMENTS AND HEARINGS **ISSUANCE OF SUBPOENA, WRIT, OR CITATION** CAN'T FIND WHAT YOU'RE LOOKING FOR?

3. 點擊「繼續服務」
（Continue to Service）按鈕。

將在新的瀏覽器標籤中打開
申請表格。

Items in this section must be submitted separately from all other orders.

Use this service to request the issuance of documents from the Clerk. Some of the documents issued by the Clerk are writs of garnishment, writs of restitution and subpoenas. Once your submission is completed, you'll be notified by the Clerk and the documents will be available based on the delivery method selected.

Continue to Service

4. 在「提交標題」
（Submission Title）的文本框
中為您的申請命名。

Submission Title*

eRequest_45

You may leave the default name or rename your request for future reference (such as "Mom and Dad's Probate").

5. 選擇送達方式。

Request Clerk to Issue Subpoena, Writ, or Citation

Delivery Method* [Dropdown Menu]

Case Number*

Form*

- Electronic
- Mail
- Onsite Pickup

6. 輸入案件編號

Request Clerk to Issue Subpoena, Writ, or Citation

Delivery Method*

Case Number* [---]

Form*

7. 選擇要發出的表格。

Request Clerk to Issue Subpoena, Writ, or Citation

Delivery Method*

Case Number*

Form* [Dropdown Menu]

Your Cost

Proceed

- Citation
- Subpoena
- Writ of Habeas Corpus
- Writ of Garnishment
- Writ of Mandamus
- Writ of Prohibition
- Writ of Restitution
- Writ of Replevin
- Writ of Review

8. 如果您選擇「郵寄」(Mail) 或「自取」(Pickup) 作為送遞方式，請輸入所需的副本數量以及郵寄地址或自取地點。

9. 點擊「選擇檔案」(Choose File) 並上傳所需的文檔。

10. 點擊「Proceed」(繼續) 按鍵將其新增至購物車，您可在此處[完成付款流程](#)。

