



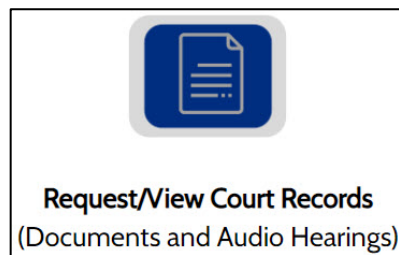
KC SCRIPT PORTAL QUICK START GUIDE: ISSUANCE REQUEST

This quick start guide will show you how to request documents issued by the clerk, such as writs, subpoenas, and citations.

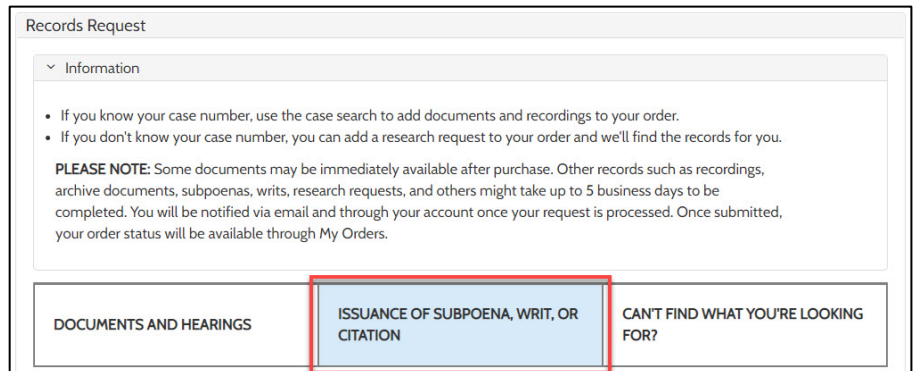
Note: To do this, you must be logged in to your Portal account.

⚠ Do not add other items to your order with your issuance request. Any other items in your order will be removed.

1. Click the **Request/View Court Records** button on the home page.

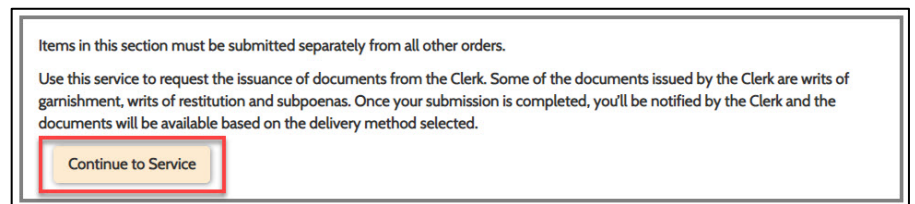


2. Click the **Issuance of Subpoena, Writ, or Citation** button.



3. Click the **Continue to Service** button.

The request form will open in a new browser tab.



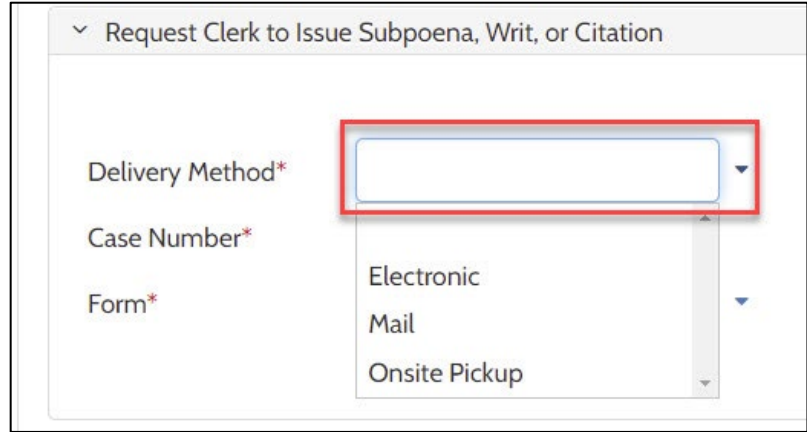
4. Name your request in the **Submission Title** box.



Submission Title*

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

5. Select your **Delivery Method**.



Request Clerk to Issue Subpoena, Writ, or Citation

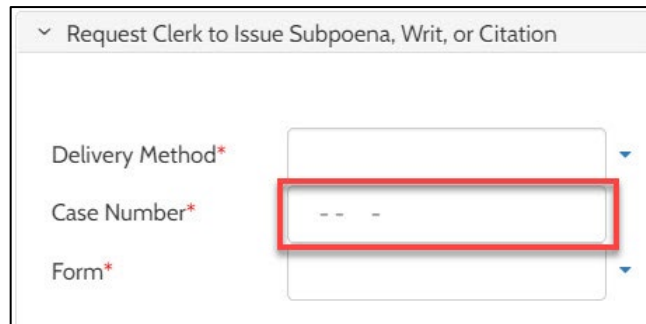
Delivery Method*

Case Number*

Form*

- Electronic
- Mail
- Onsite Pickup

6. Enter the **Case Number**.



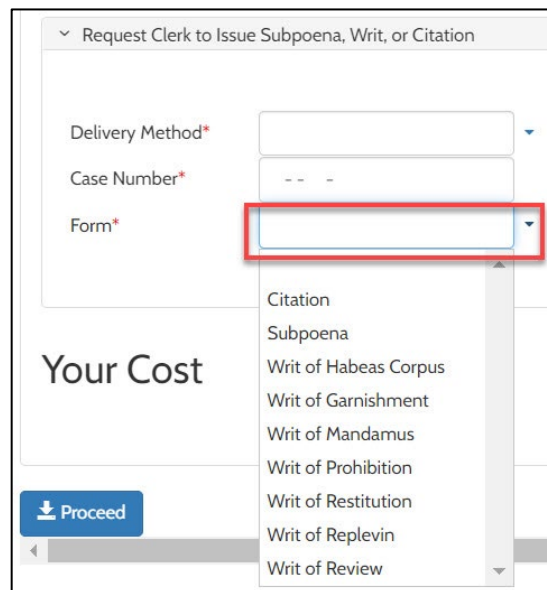
Request Clerk to Issue Subpoena, Writ, or Citation

Delivery Method*

Case Number*

Form*

7. Select the **Form** you want issued.



Request Clerk to Issue Subpoena, Writ, or Citation

Delivery Method*

Case Number*

Form*

Your Cost

- 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. If you chose **Mail** or **Pickup** for your **Delivery Method**, enter the number of **Copies** you want and your **mailing address** or **pickup location**.

Request Clerk to Issue Subpoena, Writ, or Citation

Delivery Method* Mail

Case Number* 20-1-00000-0

Form* Subpoena

Copies 1

Request Clerk to Issue Subpoena, Writ, or Citation

Delivery Method* Onsite Pickup

Case Number* 18-2-0796-7

Form* Subpoena

Copies 1

Address - Required for Mail Delivery

Address

Apt/Suite/Other

City

State

Zip

Location - Required for Onsite Pickup Delivery

Pickup Location

CFJC

Kent

Seattle

9. Click **Choose File** and upload the required documents.

Document Upload

Subpoena * Choose File No file chosen

Praecipe Choose File No file chosen

Accepted file types are PDF, and TIFF. Max File Size is 10MB

10. Click the **Proceed** button to add it to your cart where you can [complete your payment process](#).

