

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.

A Do not add other items to your order with your issuance request. Any other items		
in your order will be removed.		
 Click the Request/View Court Records button on the home page. 	Request/View Court Records (Documents and Audio Hearings)	
2. Click the Issuance of Subpoena, Writ, or Citation button.	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 CANT FIND WHAT YOU'RE LOOKING	
	CTATION FOR/	
 Click the Continue to Service button. The request form will open in a new browser tab. 	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	





King County Superior Court Clerk's Office

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* Case Number* Form* Copies 1 * Address - Required for Mail Delivery Address Apt/Suite/Other City State Zip
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 <u>complete</u> your payment process.	Proceed

