



# 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.

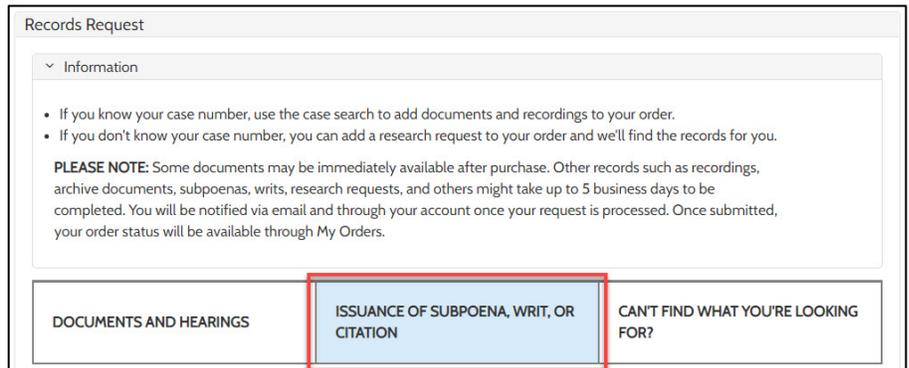
Note: To do this, you must be logged in to your Portal account.

**⚠** 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.

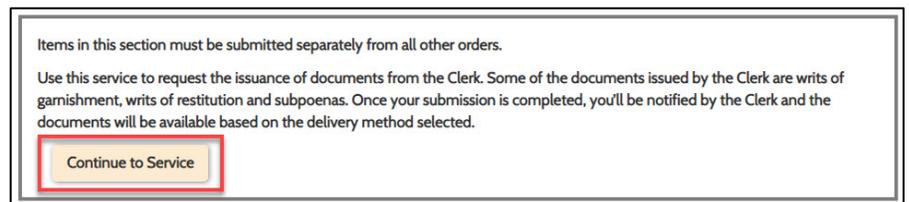


2. Click the **Issuance of Subpoena, Writ, or Citation** button.



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.

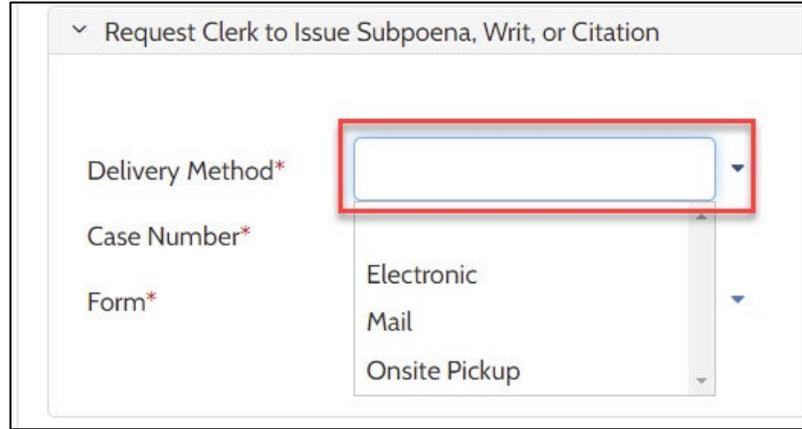


Submission Title\*

eRequest\_45

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\*

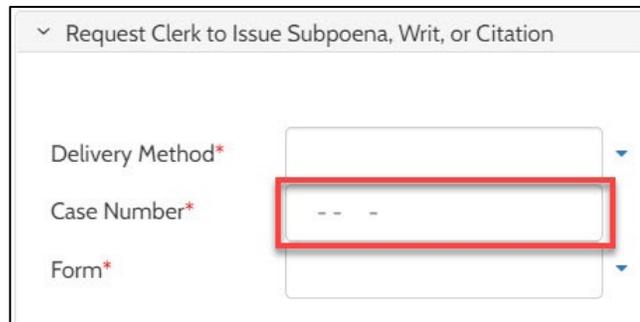
Form\*

Electronic

Mail

Onsite Pickup

6. Enter the **Case Number**.



Request Clerk to Issue Subpoena, Writ, or Citation

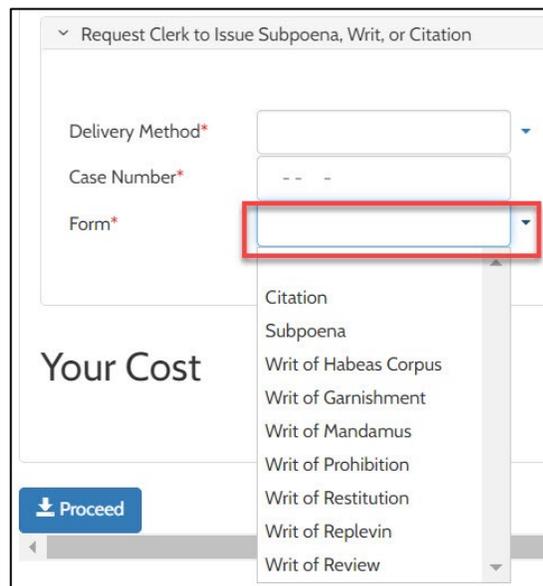
Delivery Method\*

Case Number\*

Form\*

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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

Proceed

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

Address - Required for Mail Delivery

Address

Apt/Suite/Other

City

State

Zip

Request Clerk to Issue Subpoena, Writ, or Citation

Delivery Method\* Onsite Pickup

Case Number\* 18-2-0796-7

Form\* Subpoena

Copies 1

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](#).

