

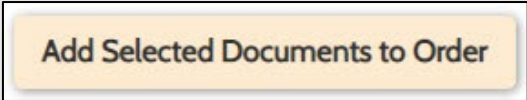
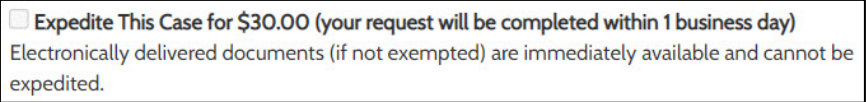
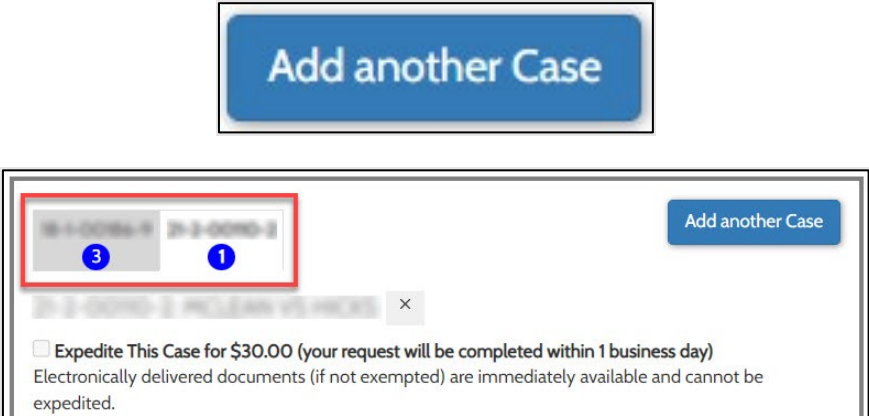

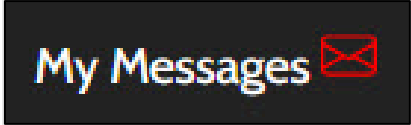


# KC SCRIPT PORTAL 快速入门指南： 未显示页数的文件

部分早期文件尚无数字版本。由于 KC Script Portal 未显示此类文件的页数，因此 Clerk's Office 的工作人员在购买副本之前，必须先创建此类文件的数字版本。本快速入门指南将向您展示如何申请获取此类文件的副本。

注意：您必须先登录门户账户才能进行操作。

<p>1. 点击主页上的 "Request/View Court Records" (申请获取/查看法庭记录) 按钮。</p>	 <p><b>Request/View Court Records</b> (Documents and Audio Hearings)</p>																																																																													
<p>2. 在“提交标题” (Submission Title) 方框中为您的申请命名。</p>	 <p>Submission Title* eRequest_45 You may leave the default name or rename your request for future reference (such as "Mom and Dad's Probate").</p>																																																																													
<p>3. 输入案件编号，含连接号。点击“搜索” (Search)。</p>	 <p>Case Number <input type="text"/> <input type="button" value="Search"/> <a href="#">Don't know the case number?</a></p>																																																																													
<p>4. 点击您要申请的每个文件旁的复选框。</p>	<table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Sub</th> <th>Date</th> <th>Document Name</th> <th>Additional Information</th> <th>Seal</th> <th>Pages</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>03/11/83</td> <td>Last Will and Testament</td> <td>LAST WILL &amp; TESTAMENT</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>03/11/83</td> <td>Petition for Probate of Will</td> <td>PETITION FOR PROBATE OF WILL</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>03/11/83</td> <td>Affidavit of Witness</td> <td>AFFIDAVIT OF WITNESS</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>4</td> <td>03/11/83</td> <td>Order</td> <td>MOTION &amp; ORDER APPT GDN AD LITEM</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>5</td> <td>03/14/83</td> <td>Affidavit of Mailing</td> <td>AFFIDAVIT OF MAILING</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>10</td> <td>03/24/83</td> <td>Waiver</td> <td>WAIVER OF NOTICE</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>6</td> <td>03/24/83</td> <td>Order Appointing Personal Representative</td> <td>ORDER APPOINTING ADMINISTRATOR WWA</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>7</td> <td>03/24/83</td> <td>Bond</td> <td>BOND \$10,000.</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>8</td> <td>03/24/83</td> <td>Oath</td> <td>OATH</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>9</td> <td>03/24/83</td> <td>Letters of Administration with</td> <td>LETTERS OF ADMIN WITH WILL</td> <td></td> <td></td> </tr> </tbody> </table>	<input type="checkbox"/>	Sub	Date	Document Name	Additional Information	Seal	Pages	<input checked="" type="checkbox"/>	1	03/11/83	Last Will and Testament	LAST WILL & TESTAMENT			<input type="checkbox"/>	2	03/11/83	Petition for Probate of Will	PETITION FOR PROBATE OF WILL			<input type="checkbox"/>	3	03/11/83	Affidavit of Witness	AFFIDAVIT OF WITNESS			<input type="checkbox"/>	4	03/11/83	Order	MOTION & ORDER APPT GDN AD LITEM			<input type="checkbox"/>	5	03/14/83	Affidavit of Mailing	AFFIDAVIT OF MAILING			<input type="checkbox"/>	10	03/24/83	Waiver	WAIVER OF NOTICE			<input type="checkbox"/>	6	03/24/83	Order Appointing Personal Representative	ORDER APPOINTING ADMINISTRATOR WWA			<input type="checkbox"/>	7	03/24/83	Bond	BOND \$10,000.			<input type="checkbox"/>	8	03/24/83	Oath	OATH			<input type="checkbox"/>	9	03/24/83	Letters of Administration with	LETTERS OF ADMIN WITH WILL		
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<p>5. 点击 "Add Selected Documents to Order" (将所选文件加入订单) 按钮。</p>	
<p>6. 现在, 您可以选择加快处理本案申请。</p>	
<p>7. 如需申请多个案件的文件, 请点击 "Add Another Case" (添加其他案件) 按钮, 再重复步骤 3-6。  您将看到其他案件作为新选项卡加入订单。</p>	
<p>8. 审查您的申请。点击 "Submit" (提交订单) 按钮。</p>	
<p>9. 点击弹出窗口的 "Submit" (提交) 按钮。</p>	
<p>10. 一旦 Clerk's Office 的工作人员已将所申请的文件进行数字化处理, 您会收到通知。点击 "My Messages" (我的消息) 即可查看。</p>	

11. 在消息中，点击蓝色的"HERE"（此处）超链接。

Case Number	Message Title	Date	Message
PPR22-002493	Document Request has been Completed	10/03/2022	<p>Date: 10/03/2022            Portal Case Number: PPR22-002493            Submission Title: eRequest_46</p> <p>Luna Lovegood:</p> <p>Thank you for submitting your Documents request to our office. We take all customer inquiries seriously and do our best to exceed your expectations.</p> <p>We have processed all or part of your request. You can view the status of each requested item through the portal. To access your records/results:</p> <ul style="list-style-type: none"> <li>• Login to your online portal account and click on My Record Requests or click <a href="#">HERE</a>.</li> </ul> <p>Have further questions related to your request?</p> <ul style="list-style-type: none"> <li>• Visit our <a href="#">FAQ website</a></li> <li>• Email: <a href="mailto:desk.Correspondence@kingcounty.gov">desk.Correspondence@kingcounty.gov</a></li> <li>• Phone: 206-477-0691</li> </ul>

12. 在"Order Summary"（订单摘要）页面的"Order Summary Information"（订单摘要信息）窗格中，点击蓝色的"HERE"（此处）超链接。

Order Summary

Order Date	Documents Available Until	Postage	Pickup Location	Expedited Fee(s)	Total
10/03/2022	10/17/2022				\$0.0

Order Summary Information

The Clerk has uploaded the requested document(s) listed in the **Pre 2000 Page Count Documents** section below. Now you can purchase the requested documents. After purchase, you will receive a second order number (PPR#) to view the images or order status. To proceed with the next step and payment, please click [HERE](#).

Need help? Visit our [FAQ page](#).

Pre 2000 Page Count Documents

Expedited Exempt	Case Number	Sub	Date Filed	Name	Pages	Rejection Reason	Status
L	83-4-00891-1	1	03/11/1983	Last Will and Testament	2		Completed

Icon Legend

[My Record Requests](#) [My Payments](#)

您将转到"Records Request"（记录申请）页面，申请获取页数的文件会预先填充。

PPR22-002493: eRequest\_46

**DOCUMENTS**

Select the subs you want to order. If you want to order sealed documents, please use the **Request Access to Sealed Documents** button to request access first.

<input type="checkbox"/> Sub	Date	Document Name	Additional Information	Seal Pages
<input type="checkbox"/> 1	03/11/83	Last Will and Testament	Case# 83-4-00891-1 LAST WILL & TESTAMENT	2

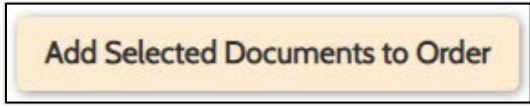
[Add Selected Documents to Order](#)

13. 点击您要申请的每个文件旁的复选框。

**DOCUMENTS**  
Select the subs you want to order. If you want to order sealed documents, please use the **Request Access to Sealed Documents** button to request access first.

<input type="checkbox"/> Sub	Date	Document Name	Additional Information	Seal Pages
<input checked="" type="checkbox"/> 1	03/11/83	Last Will and Testament	Case# 83-4-00891-1 LAST WILL & TESTAMENT	2

14. 点击 "Add Selected Documents to Order" (将所选文件加入订单) 按钮。



15. 您可以选择加快处理本案申请，但以电子方式递送的文件将即时收到，因此无法选择加快处理。

**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.

16. 输入所有文件或每份文件所需的 "Copies" (副本数量)、"Delivery Method" (递送方式) 和 "Copy Type" (副本类型)。

**DOCUMENTS**  
Delivery:  Copies:  Copy Type:

Sub	Filing Date	Name	Pages	Delivery	Copies	Copy Type	Item Cost
1 (83-4-00891-1)	03/11/83	Last Will and Testament	2	<input type="text" value="Electronic"/>	<input type="text" value="1"/>	<input type="text" value="Plain"/>	\$0.50

Your Order: 1 items  
Your Cost: \$0.50

17. 仔细检查您的申请。点击 "Submit Order" (提交订单) 按钮以将其添加到您的购物车，您可在购物车[完成付款流程](#)。

