

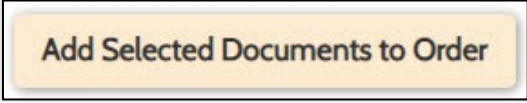
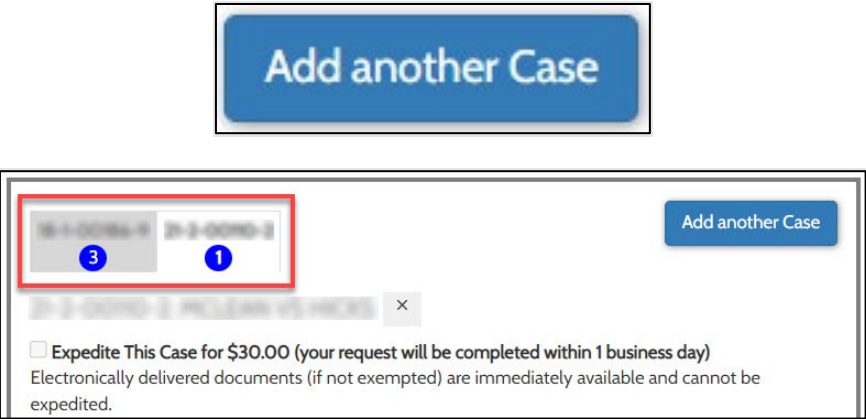
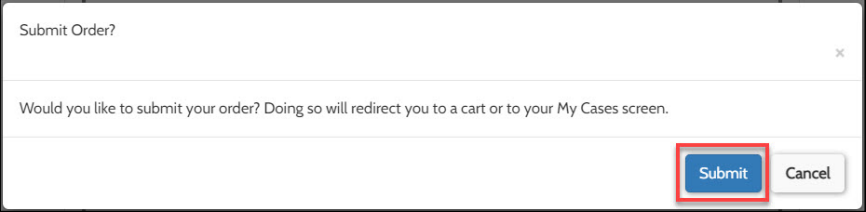
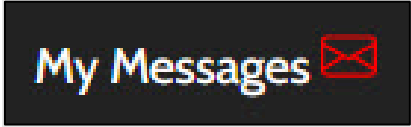


KC 文本入口網站快速入門指南： 不含頁數的文檔

部分較舊的文檔還沒有數碼版本。由於 KC 文本入口網站沒有此類文檔的頁數，Clerk's Office 的職員必須先建立這些文檔的數碼版本，方可購買副本。此快速入門指南會說明如何申請此類文檔的副本。

注意：若要執行此操作，您必須登入您的入口網站帳戶。

<p>1. 按一下首頁上的「Request/View Court Records」（申請/檢視法院記錄）按鈕。</p>	 <p>Request/View Court Records (Documents and Audio Hearings)</p>																																																																													
<p>2. 在「提交標題」（Submission Title）的文本框中為您的申請命名。</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. 請輸入案件編號，包括破折號。點擊「搜尋」（Search）。</p>	 <p>Case Number <input type="text"/> <input type="button" value="Search"/> Don't know the case number?</p>																																																																													
<p>4. 按一下您要申請的每份文件旁邊的核取方塊。</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 & 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 & 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		
<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																																																																										

<p>5. 按一下「Add Selected Documents to Order」（將所選文件新增至訂單）按鈕。</p>	
<p>6. 您現在可選擇加快此案件的處理。</p>	
<p>7. 如果您想申請獲得多個案件的文檔，則點擊「Add Another Case」（新增另一個案件）按鍵，重複步驟 3-6。</p> <p>您將看到另外的案件新增至您的訂單并顯示為新的索引標籤。</p>	
<p>8. 查看您的申請。點擊「Submit Order」（提交訂單）按鍵。</p>	
<p>9. 點擊彈出式視窗上的「Submit」（提交）按鍵。</p>	
<p>10. 在 Clerk's Office 的職員對您申請的文檔作數碼處理後，您會收到通知。點擊「My Messages」（我的訊息）進行查閱。</p>	

11. 在訊息中點擊藍色的「HERE」（此處）超連結。

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"> • Login to your online portal account and click on My Record Requests or click HERE. <p>Have further questions related to your request?</p> <ul style="list-style-type: none"> • Visit our FAQ website • Email: desk.Correspondence@kingcounty.gov • Phone: 206-477-0691

12. 在「訂單摘要」頁面的「Order Summary Information」（訂單摘要資訊）窗格中，點擊藍色的「HERE」（此處）超連結。

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](#)

您將會轉到「記錄申請」頁面，您已申請頁數的文檔會預先填入。

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

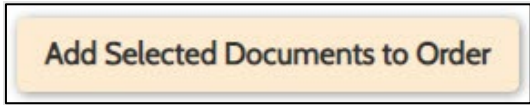
[Add Selected Documents to Order](#)

13. 按一下您要申請的每份文件旁邊的核取方塊。

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

14. 按一下「Add Selected Documents to Order」（將所選文件新增至訂單）按鈕。



15. 您可再次選擇加快此案件的處理，但是電子交付的文檔會立即可用且無法進行加快處理。

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. 輸入所有文件或每份文件的「Copies」（份數）、「Delivery Method」（交付方法）和「Copy Type」（副本類型）。

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. 复核您的申請。按一下「Submit Order」（提交訂單）按鈕以將訂單新增至購物車，而您可在購物車[完成付款程序](#)。

