


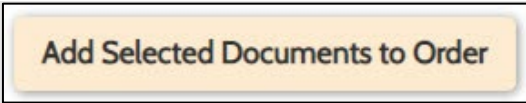

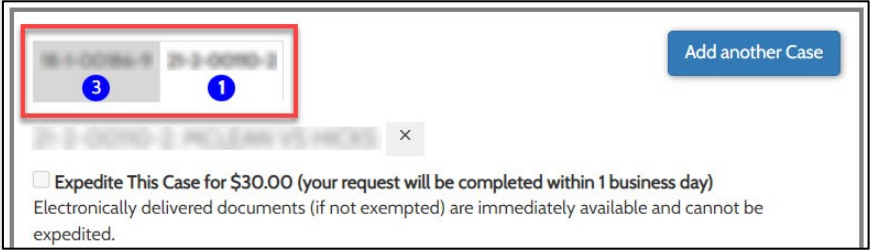
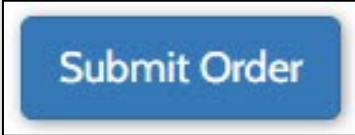
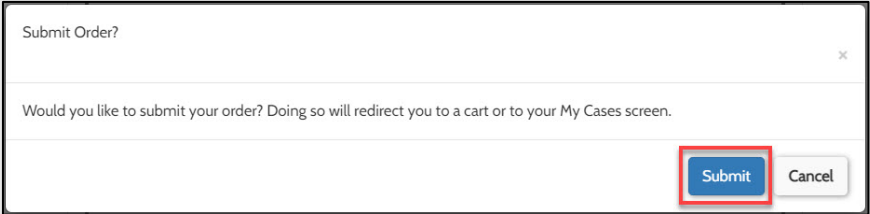
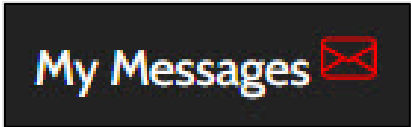


KC SCRIPT PORTAL QUICK START GUIDE: DOCUMENTS WITHOUT PAGE COUNTS

Some older documents do not yet exist digitally. Because the KC Script Portal does not have page counts for these documents, Clerk’s Office staff must create digital versions of them before copies can be purchased. This quick start guide will show you how to request a copy of this kind of document.

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

<p>1. Click the Request/View Court Records button on the home page.</p>	<div style="text-align: center;">  <p>Request/View Court Records (Documents and Audio Hearings)</p> </div>																																																																		
<p>2. Name your request in the Submission Title box.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Submission Title*</p> <div style="border: 1px solid red; padding: 2px;">eRequest_45</div> <p><small>You may leave the default name or rename your request for future reference (such as "Mom and Dad's Probate").</small></p> </div>																																																																		
<p>3. Enter the Case Number, including the dashes. Click Search.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Case Number</p> <div style="display: flex; align-items: center;"> <input style="width: 100px; height: 20px; margin-right: 10px;" type="text"/> <div style="border: 1px solid gray; padding: 2px 10px; margin-right: 10px;">Search</div> Don't know the case number? </div> </div>																																																																		
<p>4. Click the check box next to each document you’re requesting.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><input type="checkbox"/> Sub</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Document Name</th> <th style="text-align: left;">Additional Information</th> <th style="text-align: left;">Seal</th> <th style="text-align: left;">Pages</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1 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 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 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 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 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 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 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 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 03/24/83</td> <td>Oath</td> <td>OATH</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>9 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. Click the Add Selected Documents to Order button.</p>	
<p>6. You may now choose to expedite this case.</p>	<input type="checkbox"/> 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.
<p>7. If you'd like to request documents from multiple cases, click the Add Another Case button and repeat steps 3-6.</p> <p>You'll see additional cases added to your order as new tabs.</p>	 
<p>8. Review your request. Click the Submit Order button.</p>	
<p>9. Click the Submit button on the pop-up window.</p>	
<p>10. Once Clerk's Office Staff have digitized the document(s) you requested, you will receive a notification. Click My Messages to view it.</p>	

11. In the message, click the blue **HERE** hyperlink.

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. On the Order Summary page, in the Order Summary Information pane, click the blue **HERE** hyperlink.

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
	83-4-00891-1	1	03/11/1983	Last Will and Testament	2		Completed

Icon Legend

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

You will be taken to the Records Request page and the document(s) for which you requested a page count will be pre-populated.

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

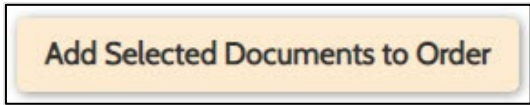
[Add Selected Documents to Order](#)

13. Click the **check box** next to each document you're requesting.

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. Click the **Add Selected Documents to Order** button.



15. You may again choose to expedite this case, but electronically delivered documents will be immediately available and cannot be expedited.

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. Enter the number of **Copies, Delivery Method,** and **Copy Type** for all documents or for each document.

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. Review your request. Click the **Submit Order** button to add it to your cart where you can [complete your payment process](#).

