



# KC SCRIPT PORTAL 快速入门指南： 调阅申请

若您需申请法庭记录，但不清楚案件编号，Clerk's Office 的工作人员可协助您搜索信息，费用为每小时 30 美元。本快速入门指南将向您展示如何提交调阅申请。

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 style="text-align: center;"><b>Request/View Court Records</b> (Documents and Audio Hearings)</p>
<p>2. 点击“记录申请” (Records Request) 页面上的“无法找到您要查找的记录 (Can't find what you're looking for)?”按钮。</p>	 <p>The screenshot shows the 'Records Request' form with three buttons at the bottom: 'DOCUMENTS AND HEARINGS', 'ISSUANCE OF SUBPOENA, WRIT, OR CITATION', and 'CAN'T FIND WHAT YOU'RE LOOKING FOR?'. The 'CAN'T FIND WHAT YOU'RE LOOKING FOR?' button is highlighted with a red border.</p>
<p>3. 尽可能多地输入信息，以帮助进行搜索。</p>	 <p>The screenshot shows the 'Research Requests' form. It includes a text area for 'Please include additional information that would help the Clerk research your case number*'. The form also has fields for Case Name, Parties, Year of Case, and Case Type.</p>

4. 点击“加入订单”（Add to Order）按钮。	
5. 点击"Submit"（提交订单）按钮将调阅申请添加到您的购物车，您可以在购物车 <a href="#">完成付款流程</a> 。	