

## 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。

1. 点击主页上的 "Request/View Court Records"(申请获取/查看法 庭记录)按钮。 Request/View Court Records (Documents and Audio Hearings) Records Request Information 2. 点击"记录申请" (Records Request) 页面上 · If you don't know your case number, you can add a research request to your order and we'll find the records for 的"无法找到您要查找的记 PLEASE NOTE: Some documents may be immediately available after purchase. Other records such as recordings, archive documents, subpoenas, writs, research requests, and others might take up to 5 business days to be completed. You will be notified via email and through your account once your request is processed. Once 录(Can't find what you're submitted, your order status will be available through My Orders. looking for)?"按钮。 ISSUANCE OF SUBPOENA, WRIT, CAN'T FIND WHAT YOU'RE DOCUMENTS AND HEARINGS OR CITATION LOOKING FOR? earch Requests: Use this service if you can't find a publicly available case number The Clerk's office can research the case number for \$30.00 per hour. Once the research is complete, you will be notified via email and through your portal messages. Research requests for sealed and confidential case numbers are not available thro his service. You can do your own research: 3. 尽可能多地输入信息, Year of Case 以帮助进行搜索。 Case Type Please include additional information that would help the Clerk research your case number

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