

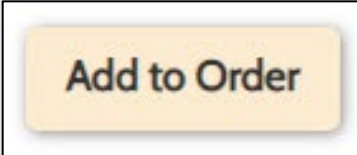
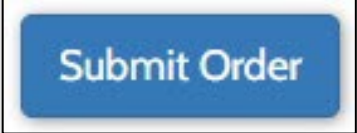


KC SCRIPT PORTAL QUICK START GUIDE: RESEARCH REQUEST

If you'd like to request court records, but you don't know the case number, Clerk's Office staff can assist in your search at the rate of \$30.00 per hour. This quick start guide will show you how to submit a research request.

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

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| <p>1. Click the Request/View Court Records button on the home page.</p> |  |
| <p>2. Click the Can't find what you're looking for? button on the Records Request page.</p> |  |
| <p>3. Enter in as much information as you have to help with the search.</p> |  |

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| <p>4. Click the Add to Order button.</p> |  |
| <p>5. Click the Submit Order button to add the research request to your cart where you can complete your payment process.</p> |  |