



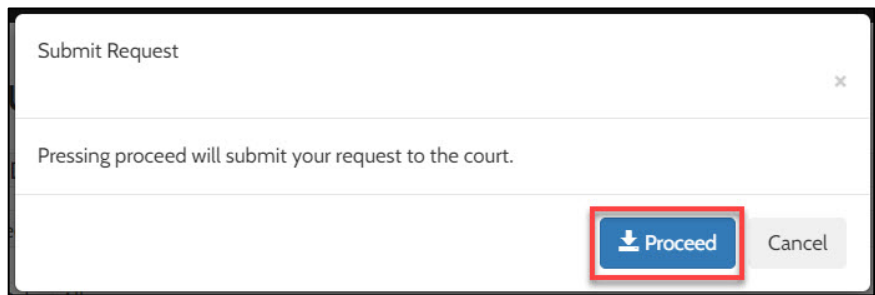
# KC 文本入口網站快速入門指南： 申請訪問封存案件

此快速入門指南將說明如何申請訪問封存案件。

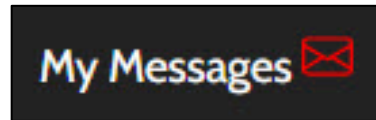
注意：若要執行此操作，您必須登入您的入口網站帳戶。

<p>1. 在頂部導航選單中，點擊「訪問封存案件」(Sealed Case Access) 的下拉箭頭按鈕。選擇「訪問封存案件」(Sealed Case Access)。</p>	 <p>The screenshot shows the website header with navigation links: Home, Records Request, Sealed Case Access (highlighted with a red box), Case Search, Certified Copy Verification, Affidavit search and Download, and My. A dropdown menu is open under 'Sealed Case Access', listing options: Sealed Case Access (highlighted with a red box), Search Sealed Access Requests - Granted, Search Sealed Access Requests - Pending/Denied, and Sealed Access FAQ.</p>
<p>2. 輸入您要申請查閱權限的案件編號。</p>	 <p>The screenshot shows a text box for 'Case Number*' with a red box around it. Above it, there is a list of acceptable identifications: Current government issued ID and Passport. Below the input field, there is a note: 'You must have a valid King County Case Number. For further assistance, please visit one of our courthouse locations.'</p>
<p>3. 點擊「提交」(Submit) 按鈕。</p>	 <p>The screenshot shows a blue button with the word 'Submit' in white text.</p>

4. 點擊「繼續」(Proceed) 按鍵以完成您的申請。



5. 點擊頂部導覽欄中的「我的訊息」(My Messages)。



6. 請按照指示向書記官辦公室驗證您的身分。

Case Number	Message Title	Date	Message
	Recent Sealed Case Request	10/05/2022	<p>Date: 10/05/2022 Case Number: 21-2-00110-2 Request ID Number: 4390</p> <p>Luna Lovegood:</p> <p>Thank you for submitting a request for a sealed or confidential case or document to the King County Superior Court Clerk's Office. Due to the sensitive nature of a sealed or confidential record, the King County Superior Court Clerk's office needs to verify your identity and verify that you have authority to view the sealed or confidential record.</p> <p>You have requested access to 21-2-00110-2</p> <p>What to do next: 1. Please have one of the following available to show the clerk: o Government issued picture identification 2. Once you have your identification, please join the attached zoom link <a href="https://kingcounty.zoom.us/j/97480773343#success">https://kingcounty.zoom.us/j/97480773343#success</a> to verify your identity with a clerk.</p> <p>The virtual office hours are Monday to Friday, 9:00 a.m. to 4:00 p.m. (closed 12:15 p.m. to 1:15 p.m.). Please note, once you log into the virtual office, you will be placed in a virtual waiting room until a clerk allows you into the virtual office. If you exit the waiting room, you will lose your place in line.</p> <p>If you are unable to visit our virtual office within two business days from the date and time you request access, you will need to submit another request.</p> <p>Contact us via live chat, phone, email, or to find our office locations, please visit our website for details: <a href="https://kingcounty.gov/courts/clerk.aspx">https://kingcounty.gov/courts/clerk.aspx</a>.</p> <p>There is information on our website with helpful instructions on how to join the virtual office via computer or mobile device. <a href="#">Sealed Access FAQ</a></p> <p>Thank you for contacting the clerk's office.</p>

7. 您可透過以下方式查看封存案件存取申請的狀態：點擊「Sealed Case Access」（存取封存案件）下拉選單中的「Search Sealed Access Requests – Granted」（搜尋存取封存申請 - 已授與）以及「Search Sealed Access Requests – Pending/Denied」（搜尋存取封存申請 - 待決/已拒絕）。

