

KC SCRIPT PORTAL QUICK START GUIDE: REQUESTING SEALED DOCUMENT ACCESS

This quick start guide will show you how to request access to sealed documents in a case.

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

| Click the Request/View Court Records button on the home page. | Request/View Court Records (Documents and Audio Hearings) |
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| 2. Enter the Case Number , including the dashes. Click Search . | Case Number Search Don't know the case number? |
| Click the Request Access to Sealed Documents button. A new browser tab will open. | 94 02/16/10 Correspondence CORRESPOND / DESTRIL 95 02/26/10 Exhibits Destroyed EXHIBITS DESTROYED Add Selected Documents to Order Request Access to Sealed Documents More Documents |
| 4. Click the check boxes next to the documents you are requesting access to. | Request Access to Sealed Documents Select All • Pequested Documents • Select All • • • • • • • • • • • • • • • |



| 5. Click the Submit button. | Submit |
|---|--|
| 6. Click the Proceed button to submit your request. | Submit Request × Pressing proceed will submit your request to the court. Proceed Cancel |
| 7. Click on My Messages in the top navigation bar. | My Messages 🖂 |
| 8. Read and follow the instructions to proceed with verifying your identity with the Clerk's Office. | Case Message Title Date Message Number Message Title Date: 10/05/2022 Case Number: 21-2-00110-2 Request ID Number: 4390 Luna Lovegood: Thank you for a sealed or confidential case or document to the King County Superior Court Clerk's Office. Due to the semistive 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. You have requested access to 21-2-00110-2 What to do next: 1. Please have one of the following available to show the clerk: o Government issued picture identification You have requested access to 21-2-00110-2 What to do next: 1. Please have one of the following available to show the clerk: o Government issued picture identification Olio05/2022 2. Once you have your identification. please join the attached zoom link https://kingcounty.zoom.ux//97480773343#success to verify your dentity with a clerk. The virtual office hours are Monday to Friday. 9-00 a.m. to 4:00 p.m. (closed 12:15 p.m.). Please note, once you log into the virtual office. you will be placed in a virtual waiting room unal a clerk allows you into the virtual office. If you exit the waiting room, you will be seen in inc. 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. Contact us via live chat, phone, email, or to find our office locations |
| You can check the status of your sealed document request by clicking Search Sealed Access Requests – Granted and Search Sealed Access Requests – Pending/Denied on the Sealed Case Access drop down menu. | Home Records Request Sealed Case Access Case Search Certified C Sealed Case Access Sealed Case Access Sealed Case Access Request Search Sealed Access Requests - Granted Search Sealed Access Requests - Pending/Denied Sealed Access FAQ |

