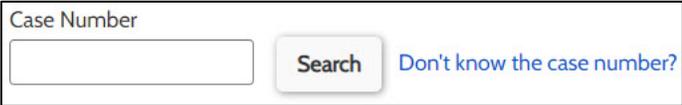
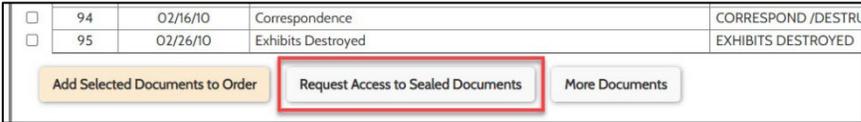
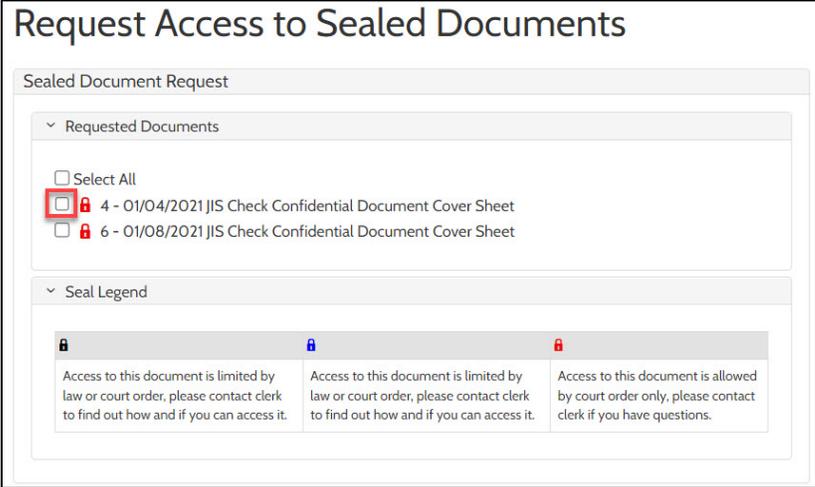




KC SCRIPT PORTAL QUICK START GUIDE: REQUESTING SEALED DOCUMENT ACCESS

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

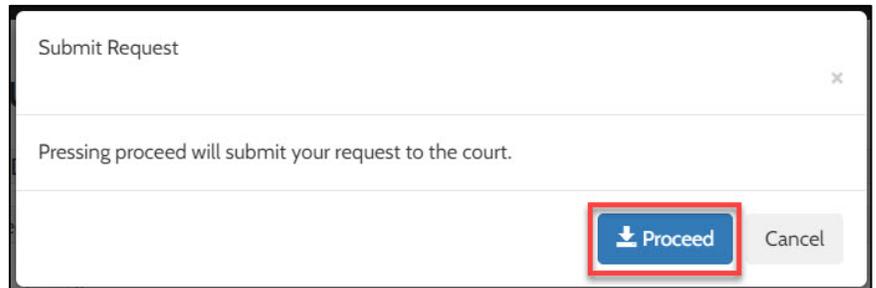
Note: To do this, you must be logged in to your Portal account.

<p>1. Click the Request/View Court Records button on the home page.</p>	 <p>Request/View Court Records (Documents and Audio Hearings)</p>										
<p>2. Enter the Case Number, including the dashes. Click Search.</p>	 <p>Case Number <input type="text"/> <input type="button" value="Search"/> Don't know the case number?</p>										
<p>3. Click the Request Access to Sealed Documents button. A new browser tab will open.</p>	 <table border="1"><tr><td><input type="checkbox"/></td><td>94</td><td>02/16/10</td><td>Correspondence</td><td>CORRESPOND /DESTR</td></tr><tr><td><input type="checkbox"/></td><td>95</td><td>02/26/10</td><td>Exhibits Destroyed</td><td>EXHIBITS DESTROYED</td></tr></table> <p><input type="button" value="Add Selected Documents to Order"/> <input type="button" value="Request Access to Sealed Documents"/> <input type="button" value="More Documents"/></p>	<input type="checkbox"/>	94	02/16/10	Correspondence	CORRESPOND /DESTR	<input type="checkbox"/>	95	02/26/10	Exhibits Destroyed	EXHIBITS DESTROYED
<input type="checkbox"/>	94	02/16/10	Correspondence	CORRESPOND /DESTR							
<input type="checkbox"/>	95	02/26/10	Exhibits Destroyed	EXHIBITS DESTROYED							
<p>4. Click the check boxes next to the documents you are requesting access to.</p>	 <p>Request Access to Sealed Documents</p> <p>Sealed Document Request</p> <p>Requested Documents</p> <p><input type="checkbox"/> Select All</p> <p><input checked="" type="checkbox"/> 4 - 01/04/2021 JIS Check Confidential Document Cover Sheet</p> <p><input type="checkbox"/> 6 - 01/08/2021 JIS Check Confidential Document Cover Sheet</p> <p>Seal Legend</p> <table border="1"><tr><td></td><td></td><td></td></tr><tr><td>Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.</td><td>Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.</td><td>Access to this document is allowed by court order only, please contact clerk if you have questions.</td></tr></table>				Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.	Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.	Access to this document is allowed by court order only, please contact clerk if you have questions.				
Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.	Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.	Access to this document is allowed by court order only, please contact clerk if you have questions.									

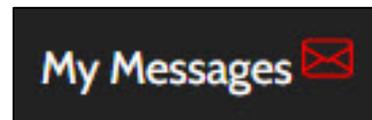
5. Click the **Submit** button.



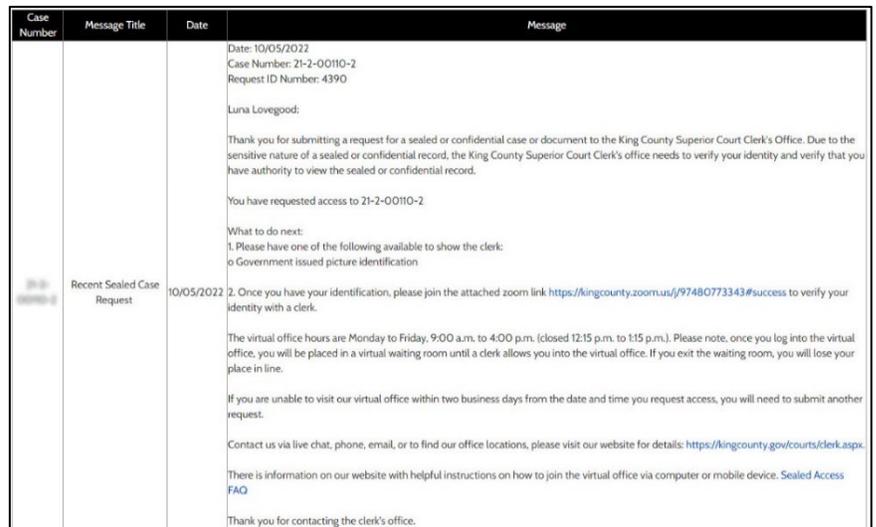
6. Click the **Proceed** button to submit your request.



7. Click on **My Messages** in the top navigation bar.



8. Read and follow the instructions to proceed with verifying your identity with the Clerk's Office.



9. 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.

