



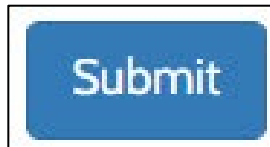
GUÍA DE INICIO RÁPIDO DEL PORTAL KC SCRIPT: SOLICITUD DE ACCESO A DOCUMENTOS RESERVADOS

Esta guía de inicio rápido le mostrará cómo solicitar el acceso a documentos reservados en un caso.

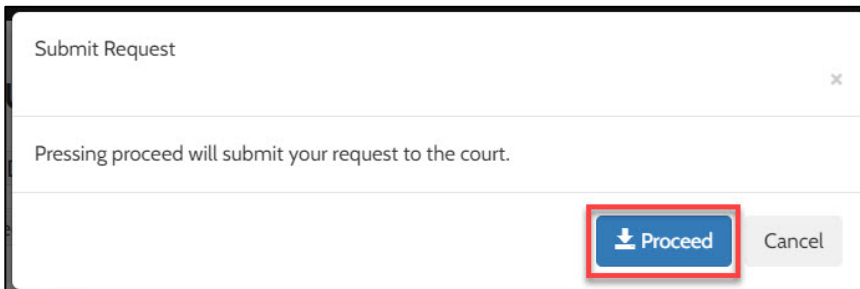
Nota: Para hacer esto, debe iniciar sesión en su cuenta del portal.

<p>1. Haga clic en el botón Request/View Court Records (Solicitar/Ver registros judiciales) en la página de inicio.</p>	 <p>Request/View Court Records (Documents and Audio Hearings)</p>										
<p>2. Escriba el número de caso, incluyendo los guiones. Haga clic en Search (Buscar).</p>	 <p>Case Number <input type="text"/> <input type="button" value="Search"/> Don't know the case number?</p>										
<p>3. Haga clic en el botón Solicitar acceso a documentos sellados. Se abrirá una nueva pestaña del navegador.</p>	 <table border="1"> <tr> <td><input type="checkbox"/></td> <td>94</td> <td>02/16/10</td> <td>Correspondence</td> <td>CORRESPOND /DESTRU</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 /DESTRU	<input type="checkbox"/>	95	02/26/10	Exhibits Destroyed	EXHIBITS DESTROYED
<input type="checkbox"/>	94	02/16/10	Correspondence	CORRESPOND /DESTRU							
<input type="checkbox"/>	95	02/26/10	Exhibits Destroyed	EXHIBITS DESTROYED							
<p>4. Haga clic en las marcas de aprobación junto a los documentos a los que solicita acceso.</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.				
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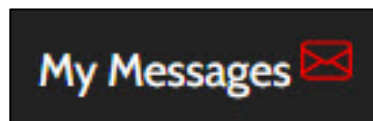
5. Oprima el botón Submit (Enviar).



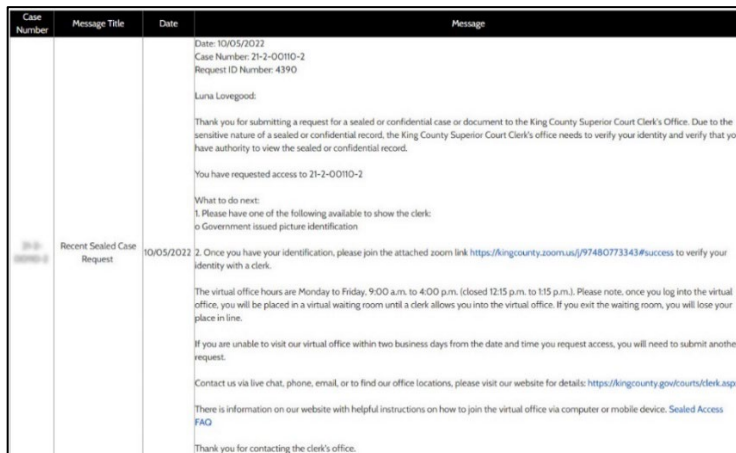
6. Oprima el botón Proceed (Continuar) para en-viar su solicitud.



7. Haga clic en My Messages (Mis mensajes) en la barra de navegación de la parte superior.



8. Lea y siga las instrucciones para verificar su identidad con la Secretaría.



9. Puede consultar el estado de su solicitud de documento sellado haciendo clic en Buscar solicitudes de acceso sellado - Otorgadas y Buscar solicitudes de acceso sellado - Pendientes/denegadas en el menú desplegable Acceso a casos sellados.

