

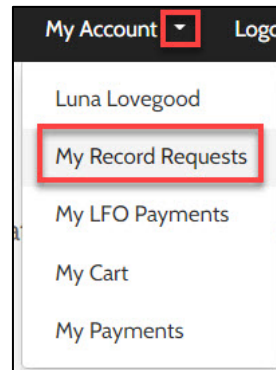


KC 文本入口網站快速入門指南： 存取購買的項目

此快速入門指南將說明如何存取您購買的文件、聆訊及其他項目。

附註：為此，您須登入入口網站帳戶。

1. 點擊「My Account」
（我的帳戶）旁的下拉箭頭
按鍵，然後點擊「My
Record Requests」（我的
記錄申請）。



2. 點擊「Search」（搜
尋）按鍵。

Records Request Orders

This search can be used to find the status of your current or previous order(s). You may update the fields to filter your search, or you can simply click **SEARCH** to return a list of your order(s).

Order Date: to
Transaction Number:

Type:

Once the results are returned, locate the order then click the blue hyperlink PPR number to view your order details.

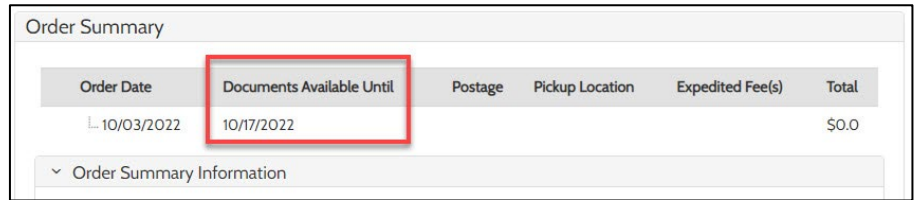
3. 點擊您想存取的項目的
「blue hyperlink」（藍色超
連結）。

Transaction Number	Date	Amount	Request Status
PPR22-002419	08/30/2022	\$1.50	Electronic Documents - Completed
PPR22-002348	07/15/2022	\$0.00	Documents - Received
PPR22-002347	07/15/2022	\$25.00	Hearing - Received
PPR22-002346	07/15/2022	\$2.00	Electronic Documents - Completed
PPR22-002343	07/14/2022	\$25.00	Hearing - Completed
PPR22-002341	07/14/2022	\$25.00	Hearing - Completed
PPR22-002339	07/14/2022	\$0.00	Documents - Completed
PPR22-002338	07/14/2022	\$3.00	Electronic Documents - Completed
PPR22-002337	07/14/2022	\$30.00	Research - Received
PPR22-002336	07/14/2022	\$0.00	Other Documents - Received

Results 1 - 10

[Back to Top](#)

4. 注意「date」（日期），即您可存取項目的最後期限。

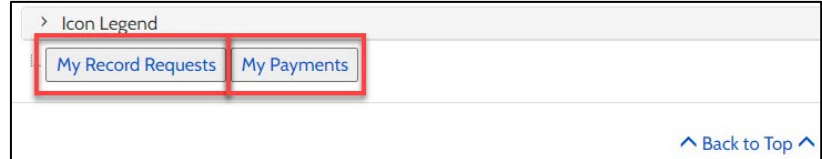


Order Date	Documents Available Until	Postage	Pickup Location	Expedited Fee(s)	Total
10/03/2022	10/17/2022				\$0.0

Order Summary Information

附註：如欲回到記錄申請清單，可點擊「My Record Requests」（我的記錄申請）按鍵。

如欲查看交易收據，可點擊「My Payments」（我的付款）按鍵。



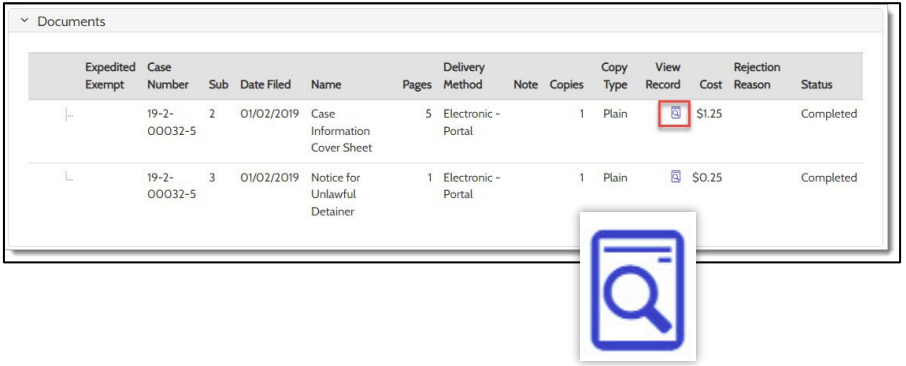
請前往以下與您想存取的項目相對應的章節：



- [Documents \(文件\)](#)
- [Recordings of Hearings \(聆訊錄音\)](#)
- [Documents Issued by the Clerk \(書記員簽發的文件\)](#)
- [Results of Research Requests \(調查申請的結果\)](#)

存取購買的文件

1. 如欲存取大部分文件，在「Documents」（文件）窗格內，點擊您要開啟的文件旁的藍色「View Record」（查看記錄）圖示。

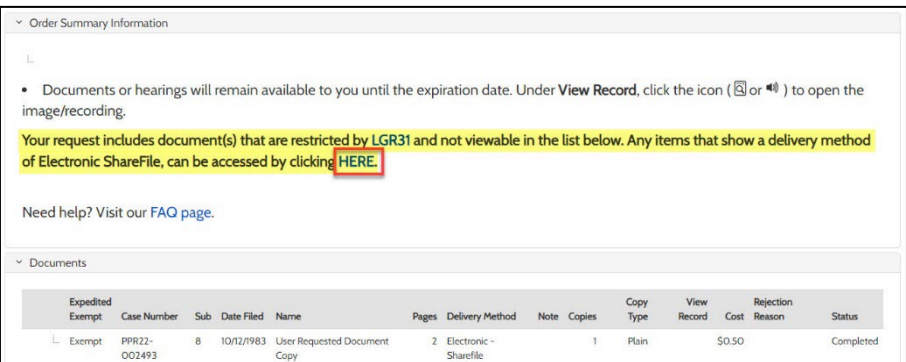
您的文件將在新的瀏覽器標籤中開啟。





Expedited Exempt	Case Number	Sub	Date Filed	Name	Pages	Delivery Method	Note	Copies	Copy Type	View Record	Cost	Rejection Reason	Status
	19-2-00032-5	2	01/02/2019	Case Information Cover Sheet	5	Electronic - Portal		1	Plain		\$1.25		Completed
	19-2-00032-5	3	01/02/2019	Notice for Unlawful Detainer	1	Electronic - Portal		1	Plain		\$0.25		Completed

2. 有些文件會透過 ShareFile 提交。就這些文件而言，您會在「Order Summary Information」（訂單摘要資訊）窗格中看到解釋。

點擊藍色的「HERE」（此處）超連結，透過 ShareFile 存取您的文件。



Order Summary Information

- Documents or hearings will remain available to you until the expiration date. Under **View Record**, click the icon ( or ) to open the image/recording.

Your request includes document(s) that are restricted by LGR31 and not viewable in the list below. Any items that show a delivery method of Electronic ShareFile, can be accessed by clicking [HERE](#).

Need help? Visit our [FAQ page](#).

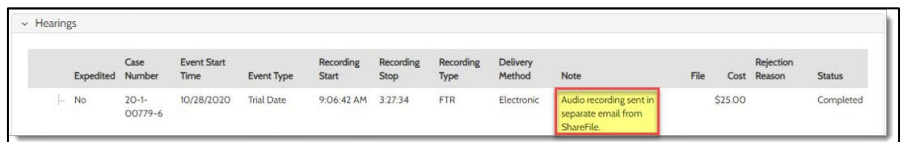
Documents

Expedited Exempt	Case Number	Sub	Date Filed	Name	Pages	Delivery Method	Note	Copies	Copy Type	View Record	Cost	Rejection Reason	Status
	PPR22-002493	8	10/12/1983	User Requested Document Copy	2	Electronic - Sharefile		1	Plain		\$0.50		Completed

存取購買的聆訊錄音

1. 所有聆訊錄音都會透過 ShareFile 提交。您會在「Note」（附註）欄位中看到解釋。

請檢查您的電子郵件，以獲取透過 ShareFile 存取錄音的連結。

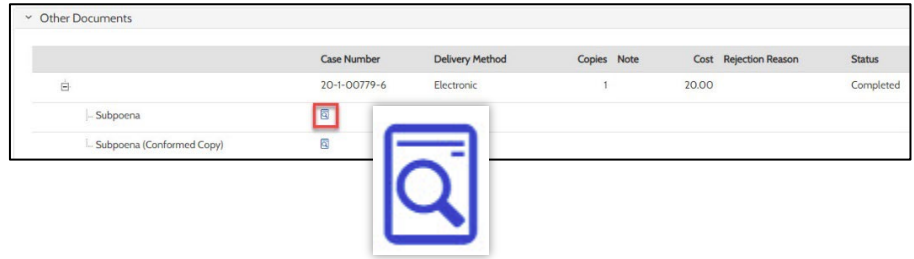


Expedited	Case Number	Event Start Time	Event Type	Recording Start	Recording Stop	Recording Type	Delivery Method	Note	File	Cost	Rejection Reason	Status
No	20-1-00779-6	10/28/2020	Trial Date	9:06:42 AM	3:27:34	FTR	Electronic	Audio recording sent in separate email from ShareFile.		\$25.00		Completed

存取購買的書記員簽發文件

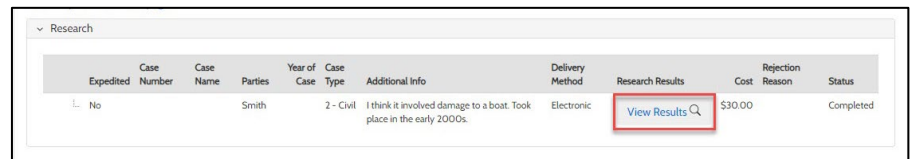
1. 在「Other Documents」（其他文件）窗格內，點擊您要開啟的已簽發文件旁的藍色「View Record」（查看記錄）圖示。

您的文件將在新的瀏覽器標籤中開啟。



存取調查申請的結果

1. 在「Research」（調查）窗格內，點擊「View Results」（查看結果）按鈕。



2. 在快顯視窗中，您會看到對 Clerk's Office 人員的調查結果的解釋。

如有關人員提供了案件編號，您可用該編號申請案件的記錄。

如有關人員無法找出案件編號，您可點擊藍色的「HERE」（此處）超連結，以繼續搜尋該編號。

