

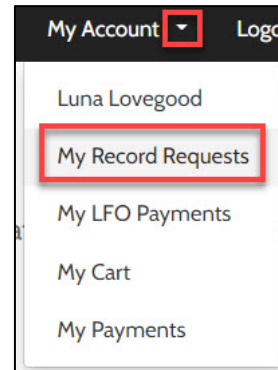


KC SCRIPT PORTAL 快速入门指南： 访问已购买的商品

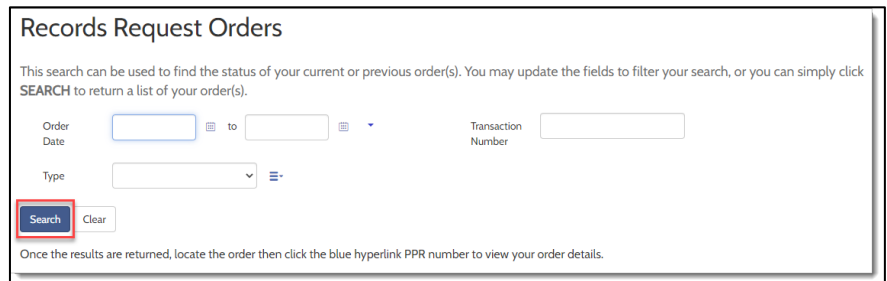
本快速入门指南将向您展示如何访问您已购买的文件、听证会和其他商品。

注意：您必须先登录门户账户才能进行操作。

1. 点击“My Account”（我的账户）旁边的下拉箭头，再点击“My Record Requests”（我的记录申请）。



2. 点击“Search”（搜索）按钮。



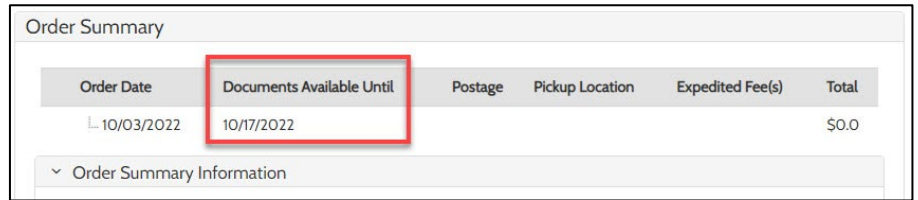
3. 点击您想要访问的商品的蓝色超链接。

The screenshot shows a table of search results. The first row is highlighted with a red box. The table has columns for Transaction Number, Date, Amount, and Request Status.

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

4. 记录您可以访问商品的日期。

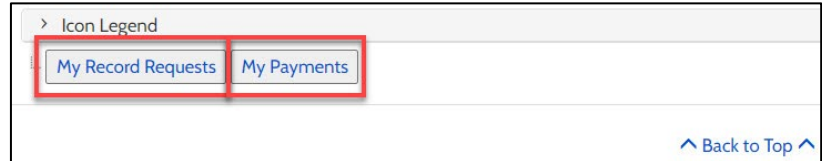


The screenshot shows an 'Order Summary' table with the following columns: Order Date, Documents Available Until, Postage, Pickup Location, Expedited Fee(s), and Total. The 'Documents Available Until' column is highlighted with a red box. Below the table is a section for 'Order Summary Information'.

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

注意：如需返回您的记录申请列表，您可以点击“**My Record Requests**”（我的记录申请）按钮。

如需查看您的交易收据，您可以点击“**My Payments**”（我的付款信息）按钮。



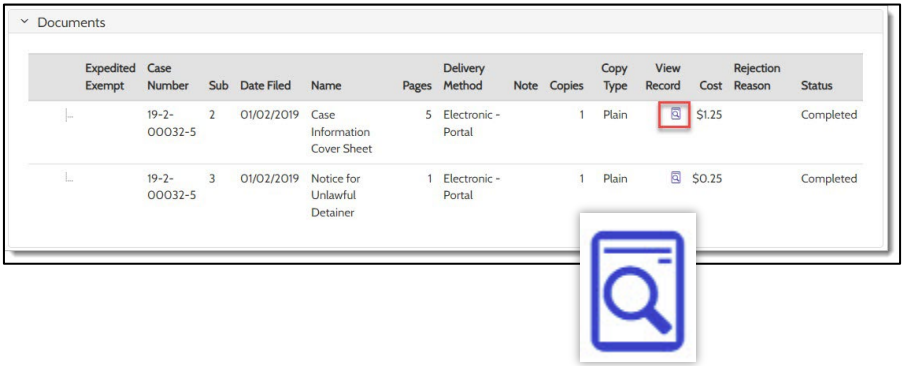
转至下方对应于您想要访问的商品的部分：



- [Documents \(文件\)](#)
- [Recordings of Hearings \(听证会记录\)](#)
- [Documents Issued by the Clerk \(书记员发布的文件\)](#)
- [Results of Research Requests \(调阅申请结果\)](#)

访问已购买的文件

1. 如需访问大多数文件，在“Documents”（文件）窗格中点击您想打开的文件旁边的蓝色“View Record”（查看记录）图标。

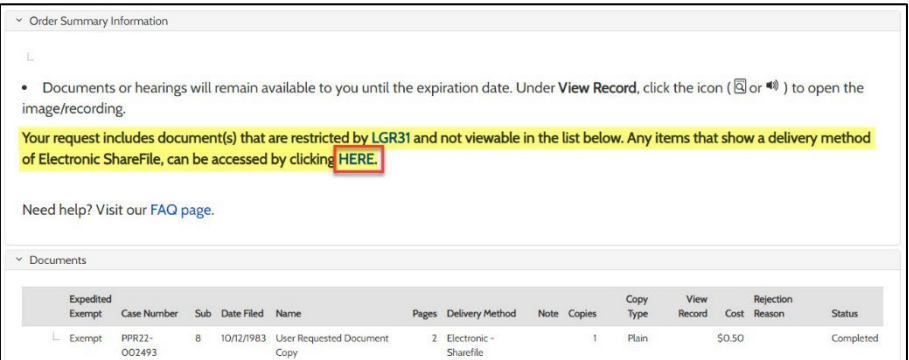
将在新的浏览器标签页中打开您的文件。





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. 一些文件将通过 ShareFile 传送。您可以在“Order Summary Information”（订单摘要信息）窗格中查看此类文件的详细说明。

点击蓝色的“HERE”（此处）超链接以通过 ShareFile 访问您的文件。



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](#).

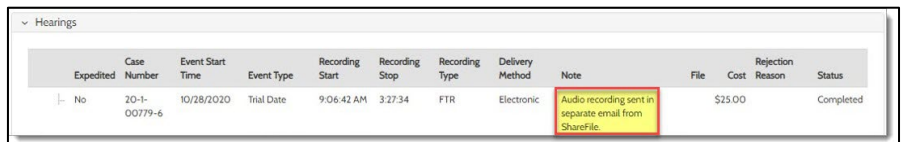
Documents

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

访问已购买的听证会记录

1. 所有听证会记录将通过 ShareFile 传送。您可以在“Note”（备注）字段中查看详细说明。

查看您的电子邮件以获取通过 ShareFile 访问记录的链接。



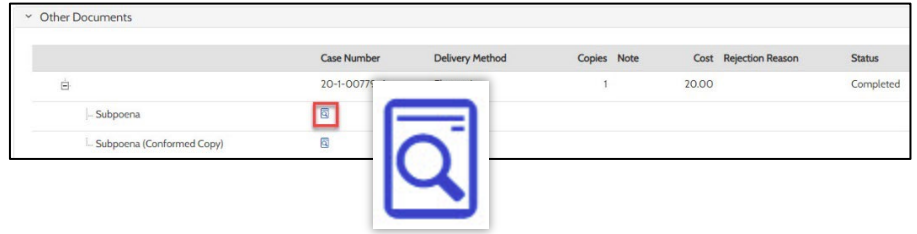
Expedited	Case Number	Event Start Time	Event Type	Recording Start	Recording Stop	Recording Type	Delivery Method	Note	File	Cost	Rejection Reason	Status
No	20-1-00779-6	10/28/2020	Trial Date	9:06:42 AM	3:27:34	FTR	Electronic	Audio recording sent in separate email from ShareFile.		\$25.00		Completed

访问已购买的由书记员发布的文件

1. 在“Other Documents”

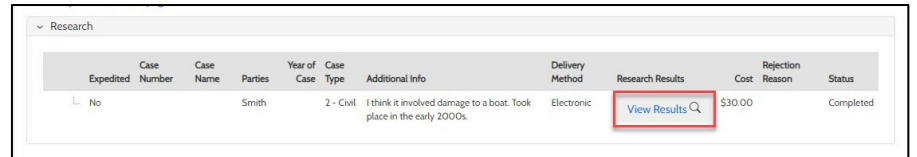
（其他文件）窗格中点击您想要打开的已发布文件旁边的蓝色“View Record”（查看记录）图标。

将在新的浏览器标签页中打开您的文件。



访问调阅申请结果

1. 在“Research”（调阅）窗格中，点击“View Results”（查看结果）按钮。



2. 您可以在弹出窗口中查看 **Clerk's Office** 工作人员在其调阅过程中发现的内容的详细说明。

如果工作人员提供了案件编号，您可以使用该编号来申请该案件的记录。

如果工作人员无法找到案件编号，您可以点击蓝色的“HERE”（此处）超链接以继续搜索。

