

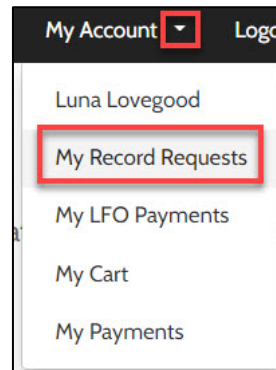


KC SCRIPT PORTAL QUICK START GUIDE: ACCESSING PURCHASED ITEMS

This quick start guide will show you how to access your purchased documents, hearings, and other items.

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

1. Click the dropdown arrow next to **My Account**, then click **My Record Requests**.



2. Click the **Search** button.

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:

Search Clear

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

3. Click the **blue hyperlink** for the items you want to access.

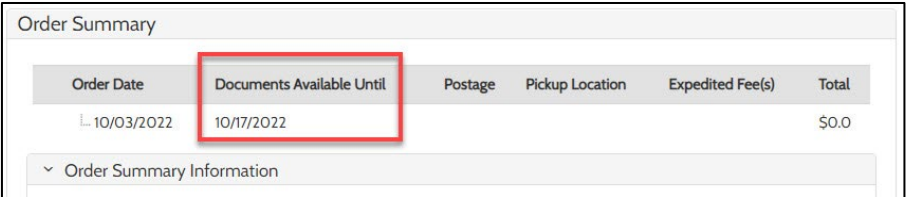
Search Clear

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 [▶](#)

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4. Note the **date** until which you can access your items.

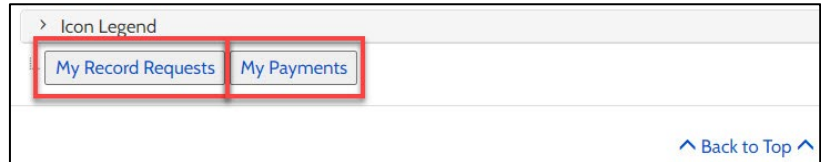


Order Date	Documents Available Until	Postage	Pickup Location	Expedited Fee(s)	Total
10/03/2022	10/17/2022				\$0.0

Order Summary Information

Note: To return to the list of your record requests, you can click the **My Record Requests** button.

To view receipts for your transactions, you can click the **My Payments** button.





Proceed to the section below that corresponds to the items you wish to access:

- [Documents](#)
- [Recordings of Hearings](#)
- [Documents Issued by the Clerk](#)
- [Results of Research Requests](#)

Accessing Purchased Documents

1. To access most documents, in the **Documents** pane, click the blue **View Record** icon next to the document you want to open.

Your document will open in a new browser tab.



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. Some documents will be delivered via ShareFile. For these documents, you will see an explanation in the **Order Summary Information** pane.

Click the blue **HERE** hyperlink to access your document via ShareFile.

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

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](#).

Accessing Purchased Recordings of Hearings

1. All recordings of hearings will be delivered via ShareFile. You will see an explanation in the **Note** field.

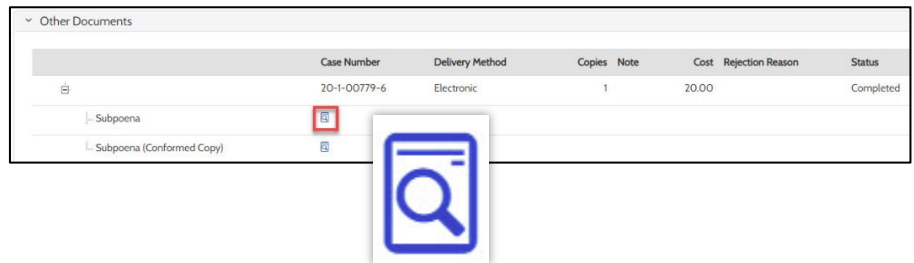
Check your email for the link to access your recording via ShareFile.

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

Accessing Purchased Documents Issued by the Clerk

1. In the **Other Documents** pane, click the blue **View Record** icon next to the issued document you want to open.

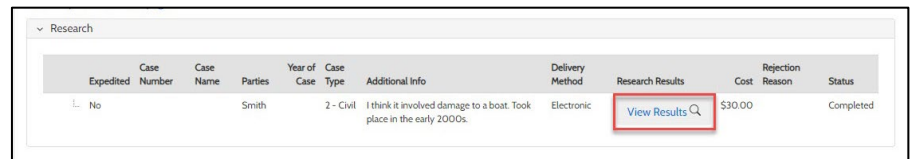
Your document will open in a new browser tab.



	Case Number	Delivery Method	Copies	Note	Cost	Rejection Reason	Status
Subpoena	20-1-00779-6	Electronic	1		20.00		Completed
Subpoena (Conformed Copy)							

Accessing Results of a Research Request

1. In the **Research** pane, click the **View Results** button.

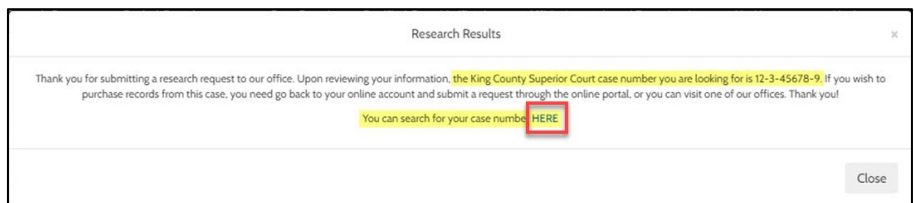


Expedited	Case Number	Case Name	Parties	Year of Case	Case Type	Additional Info	Delivery Method	Research Results	Cost	Rejection Reason	Status
No			Smith	2	Civil	I think it involved damage to a boat. Took place in the early 2000s.	Electronic	View Results	\$30.00		Completed

2. In the pop-up window, you'll see an explanation of what Clerk's Office staff have found in their research.

If staff have provided the case number, you can use it to request records from the case.

If staff have not been able to find the case number, you can click the blue **HERE** hyperlink to continue searching for it.



Research Results

Thank you for submitting a research request to our office. Upon reviewing your information, the King County Superior Court case number you are looking for is 12-3-45678-9. If you wish to purchase records from this case, you need go back to your online account and submit a request through the online portal, or you can visit one of our offices. Thank you!

You can search for your case number [HERE](#)

Close