



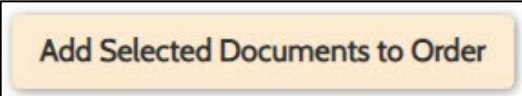
KC SCRIPT PORTAL 快速入门指南： 文件申请

本快速入门指南将向您展示如何申请获取法庭文件副本。

注意：您必须先登录门户账户才能进行操作。

<p>1. 点击主页上的“Request/View Court Records”（申请获取/查看法庭记录）按钮。</p>	 <p>Request/View Court Records (Documents and Audio Hearings)</p>																																								
<p>2. 在“提交标题” (Submission Title) 方框中为您的申请命名。</p>	 <p>Submission Title*</p> <p>eRequest_45</p> <p>You may leave the default name or rename your request for future reference (such as "Mom and Dad's Probate").</p>																																								
<p>3. 输入案件编号，含连接号。点击“搜索” (Search)。</p>	 <p>Case Number</p> <p><input type="text"/> <input type="button" value="Search"/> Don't know the case number?</p>																																								
<p>4. 点击您要申请的每个文件旁的复选框。</p>	<table border="1"> <thead> <tr> <th></th> <th>Sub</th> <th>Date</th> <th>Document Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>-</td> <td>03/07/18</td> <td>CASE SETTING</td> </tr> <tr> <td><input type="checkbox"/></td> <td>-</td> <td>03/07/18</td> <td>Comment Entry</td> </tr> <tr> <td><input type="checkbox"/></td> <td>-</td> <td>03/07/18</td> <td>FILING FEE ASSESSED</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>03/07/18</td> <td>Information</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>03/07/18</td> <td>Order for Warrant</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>03/21/18</td> <td>Notice of Scheduling</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4</td> <td>03/21/18</td> <td>Attachment</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>5</td> <td>03/21/18</td> <td>Criminal No Contact Order</td> </tr> <tr> <td><input type="checkbox"/></td> <td>6</td> <td>03/21/18</td> <td>Initial Arraignment</td> </tr> </tbody> </table>		Sub	Date	Document Name	<input type="checkbox"/>	-	03/07/18	CASE SETTING	<input type="checkbox"/>	-	03/07/18	Comment Entry	<input type="checkbox"/>	-	03/07/18	FILING FEE ASSESSED	<input type="checkbox"/>	1	03/07/18	Information	<input type="checkbox"/>	2	03/07/18	Order for Warrant	<input type="checkbox"/>	3	03/21/18	Notice of Scheduling	<input type="checkbox"/>	4	03/21/18	Attachment	<input checked="" type="checkbox"/>	5	03/21/18	Criminal No Contact Order	<input type="checkbox"/>	6	03/21/18	Initial Arraignment
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5. 点击 “Add Selected Documents to Order”（将所选文件加入订单）按钮。



Add Selected Documents to Order

6. 您可以选择加快处理本案申请，但以电子方式递送的文件将即时收到，因此无法选择加快处理。

Expedite This Case for \$30.00 (your request will be completed within 1 business day)
Electronically delivered documents (if not exempted) are immediately available and cannot be expedited.

7. 输入所有文件或每份文件所需的 “Copies”（副本数量）、“Delivery Method”（递送方式）和 “Copy Type”（副本类型）。

DOCUMENTS

Delivery: Electronic Copies: 1 Copy Type: Plain

Sub	Filing Date	Name	Pages	Delivery	Copies	Copy Type	Item Cost	
5	03/21/18	Criminal No Contact Order	1	Electronic	1	Plain	\$0.25	×
7	03/21/18	Order Establishing Conditions of Release	1	Electronic	1	Plain	\$0.25	×
13	04/06/18	Notice of Appearance and Request for Discovery	10	Electronic	1	Plain	\$2.50	×

Your Order: 3 items
Your Cost: \$3.00

Submit Order

8. 如需申请多个案件的文件，请点击 “Add Another Case”（添加其他案件）按钮，再重复步骤 3-7。



Add another Case

您将看到其他案件作为新选项卡加入订单。

3 1

Add another Case

Expedite This Case for \$30.00 (your request will be completed within 1 business day)
Electronically delivered documents (if not exempted) are immediately available and cannot be expedited.

9. 仔细检查您的申请。点击 “Submit Order”（提交订单）按钮以将其添加到您的购物车，您可在购物车[完成付款流程](#)。



Submit Order