

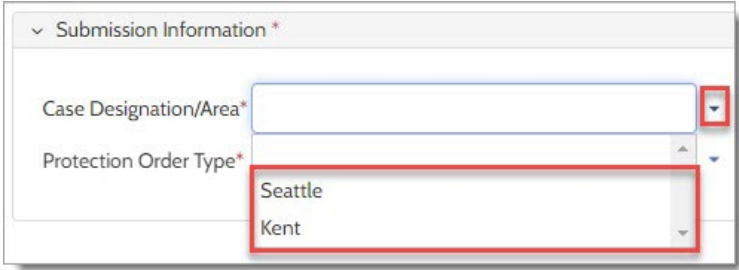
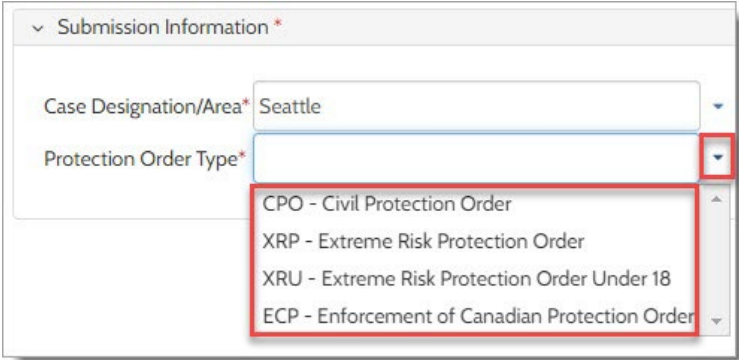
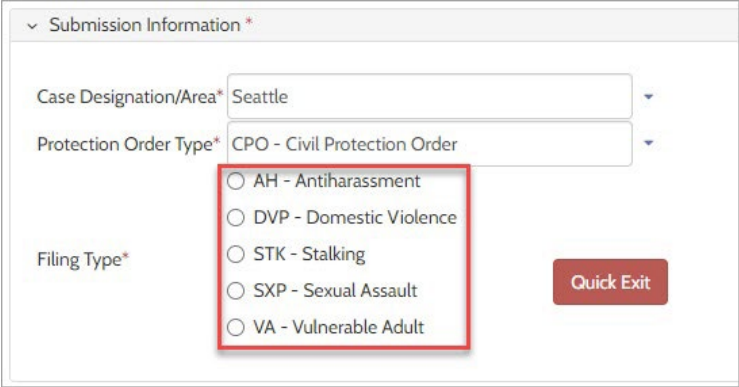
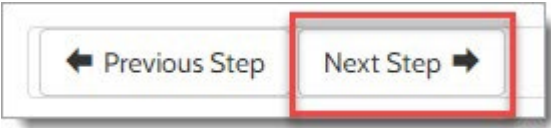


KC SCRIPT PORTAL 快速入门指南：提交保护令

本快速入门指南将向您展示如何提交保护令文书，以供 Clerk's Office 审查。

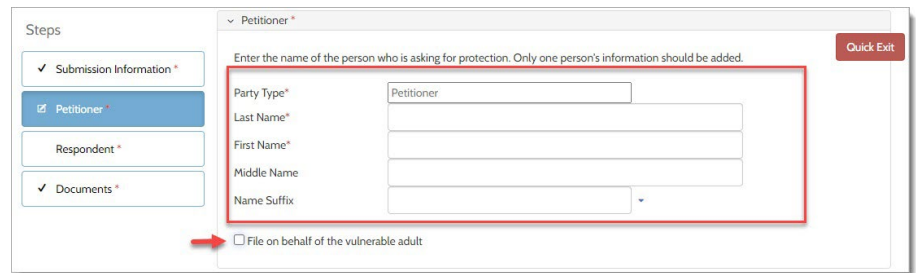
❗您必须先登录门户网站账户才能提交。需要创建账户？[请遵循以下指南](#)。

<p>1. 如果您在任何时候需要快速关闭屏幕，请点击红底 Quick Exit（快速退出）按钮。然后即可返回 King County Parks 的主页。</p>	
<p>2. 点击顶部菜单栏的 Submit Civil Protection Order（提交民事保护令）。您也可以在主页上点击蓝色 Submit Civil Protection Order（提交民事保护令）按钮。</p>	
<p>3. 如您在填写表格时需要帮助，请点击蓝色 Fill Out Your Forms: Washington Law Help（填写表格：华盛顿州法律帮助）按钮。</p> <p>填妥表格后，即可继续。</p>	
<p>4. 点击蓝色 Proceed to Protection Order Submission Form（继续执行保护令提交表格流程）按钮。</p>	

<p>5. 使用下拉菜单，选择您的 Case Designation/Area（案件名称/区域）。</p>	
<p>6. 使用下拉菜单，选择 Protection Order Type（保护令类型）。</p>	
<p>7. 如果选择了 CPO，则需点击按钮选择 Filing Type（提交类型）。</p>	
<p>8. 点击 Next Step（下一步）按钮。</p>	

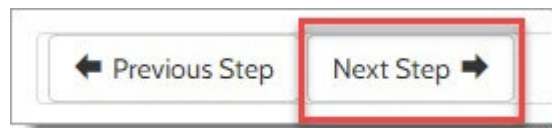
9. 输入申诉人的 **Last Name** (姓) 和 **First Name** (名)。

注意：如果您是代表弱势成年人申请保护令，请点击复选框并填写需要保护人员的姓名。

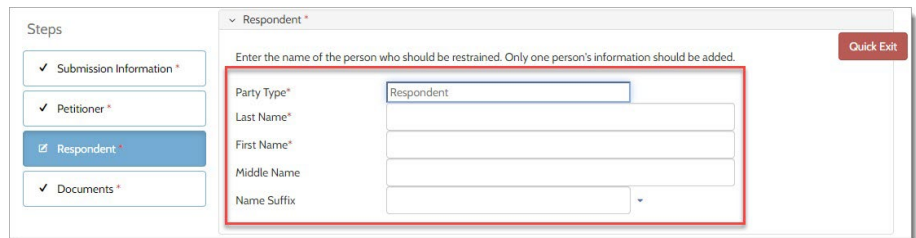


The screenshot shows a web form titled "Petitioner" with a "Quick Exit" button in the top right. On the left, a "Steps" sidebar lists "Submission Information", "Petitioner", "Respondent", and "Documents", with "Petitioner" selected. The main form area contains the instruction: "Enter the name of the person who is asking for protection. Only one person's information should be added." Below this are fields for "Party Type" (set to "Petitioner"), "Last Name", "First Name", "Middle Name", and "Name Suffix". A red box highlights these fields. At the bottom, there is a checkbox labeled "File on behalf of the vulnerable adult" with a red arrow pointing to it.

10. 点击 **Next Step** (下一步) 按钮。

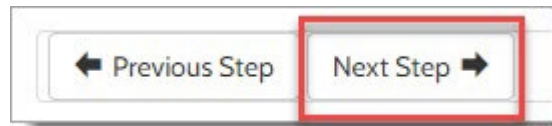


11. 输入被诉人的 **Last Name** (姓) 和 **First Name** (名)。



The screenshot shows a web form titled "Respondent" with a "Quick Exit" button in the top right. On the left, a "Steps" sidebar lists "Submission Information", "Petitioner", "Respondent", and "Documents", with "Respondent" selected. The main form area contains the instruction: "Enter the name of the person who should be restrained. Only one person's information should be added." Below this are fields for "Party Type" (set to "Respondent"), "Last Name", "First Name", "Middle Name", and "Name Suffix". A red box highlights these fields.

12. 点击 **Next Step** (下一步) 按钮。



13. 点击 **Choose File**（选择文件）按钮并上传每份必要文件。

Accepted file types are pdf, doc, docx, and tiff.

Required Initiating Documents

Document Name	PTORPRT - Petition for Order for Protection
Upload Document*	<input type="button" value="Choose File"/> No file chosen

Other Required Documents

Document Name	CICS - Case Information Cover Sheet
Upload Document*	<input type="button" value="Choose File"/> No file chosen
Document Name	LECIF - Law Enforcement and Confidential Information
Upload Document*	<input type="button" value="Choose File"/> No file chosen
Document Name	PROR - Proposed Order / Findings
Upload Document*	<input type="button" value="Choose File"/> No file chosen

Are you requesting weapons to be surrendered? If yes, select checkbox.

> Optional Supporting Documents

14. 如果您在申诉书中要求上缴武器，请点击 **Request weapons be surrendered in your petition**（在申诉书中要求上缴武器）复选框。点击 **Choose File**（选择文件）并上传必要申诉书。

Are you requesting weapons to be surrendered? If yes, select checkbox.

Surrender Weapons

Document Name	ORWPN - Order to Surrender Weapon
Upload Document*	<input type="button" value="Choose File"/> No file chosen

> Optional Supporting Documents

15. 一旦所有必要文档上传完毕，请点击蓝色 **Submit for Review**（提交以供审查）按钮。

Submit for Review

16. 将申诉书提交至 Clerk's Office 以供审查后，您将立即收到有关后续步骤的详细信息。请进入电子邮箱查看。

My Recent Messages

Thank you for your submission. You will receive updates or further instructions via My Messages and your email address.

Case Number	Message Title	Date	Message
PPS22-0000156	Portal Submission Received	12/02/2022	<p>Date: 12/02/2022 Submission Number: PPS22-0000156 Submission Title: TEST VS TEST Elizabeth Ratzlaff:</p> <p>Thank you for the civil protection order submission to our office. The Clerk's Office will review your documents in the order it was received. Once reviewed, you will receive a message via email and through My Messages in your portal account. You can view the status of each submission through the portal under My Submissions or click HERE.</p> <p>Our office will review your submission on the next business day if you submitted your protection order documents outside regular business hours. Our office is open Monday to Friday from 9:00 a.m. to 4:30 p.m. Closed during holidays.</p> <p>Due to court hours and operations, if you submit a protection order petition after 2:15 p.m. during office hours, your temporary protection order hearing may be held on the next business day.</p> <p>We are here to help! Don't hesitate to contact us if you have further questions.</p> <p>Email: DJA.DVPO@kingcounty.gov Telephone: 206-477-0845 (Seattle), 206-477-3041 (Kent)</p>

17. 审查完毕后， Clerk's Office 将决定通过或拒绝您提交的申诉书。

如果通过，您的门户网站账户中将收到一封电子邮件和信息，其中包括案件编号、预定的听证会时间以及如何参加线上听证会的信息。

PPS22-0000156	Portal Submission Filed	12/02/2022	<p>Date: 12/02/2022 Submission Number: PPS22-0000156 Submission Title: TEST VS TEST Elizabeth Ratzlaff:</p> <p>Thank you for your civil protection order submission to our office. The Clerk's Office has initiated your protection order case. Your King County Superior Court case number is: 22-2-04464-1.</p> <p>You must attend your virtual hearing for the temporary protection order with the court on 12/05/2022 by no later than 3:00 p.m. Pacific Standard Time. Protection order hearings are held between 9:00 a.m. to 12:15 p.m. and 1:15 p.m. to 3:00 p.m.</p> <p>Failure to appear on the date and time listed above may result in a denial of your petition.</p> <p>How to Attend Your Virtual Hearing with the Court:</p> <p>You can join your virtual hearing via Zoom (preferred) or through a phone call:</p> <ul style="list-style-type: none"> • Zoom: https://kingcounty.zoom.us/j/95589486575#success • Phone Call: 253-215-8782. Meeting ID: 955 8948 6575 <p>If you prefer to attend your protection order hearing in person on the date and time provided above, please come to one of our protection order offices, and we will provide you with further instructions.</p> <p>Have further questions related to your submission?</p> <ul style="list-style-type: none"> • Visit our FAQ website • Email: DJA.DVPO@kingcounty.gov • Live Chat: https://www.kingcounty.gov/courts/clerk.aspx • Telephone: 206-477-0845 (Seattle), 206-477-3041 (Kent)
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18. 如果拒绝，您的门户网站账户中将收到一封电子邮件和信息，其中包括如何继续申请的详细信息。点击电子邮件或门户网站消息中的 **HERE**（此处）链接，查看提交状态并了解您提交的申诉书遭拒的原因。

一旦您修正错误，即可重新提交文件。

Case Number	Message Title	Date	Message
PPS22-0000151	Portal Submission Rejected	12/02/2022	<p>Date: 12/02/2022 Submission Number: PPS22-0000151 Submission Title: MALFOY VS MALFOY Elizabeth Ratzlaff:</p> <p>Thank you for your civil protection order submission to our office. The clerk has reviewed your submission and is unable to accept it for filing. You can view the status of each submission through the portal under My Submissions or click HERE for details.</p> <p>When you are ready to resubmit your documentation for a civil protection order, you must start a new submission through the KC Script Portal. Go to THIS website to find instructions and resources on how to fill out your forms and how to e-submit through the KC Script Portal.</p> <p>If needed, you may be able to get assistance from an advocate group who can assist you further. If you have further questions, please contact us at:</p> <ul style="list-style-type: none"> Email: DJA.DVPO@kingcounty.gov Live Chat: https://www.kingcounty.gov/courts/clerk.aspx Telephone: 206-477-0845 (Seattle), 206-477-3041 (Kent)

PPS22-0000151 SEA
MALFOY VS MALFOY

Portal Submission
2 - Civil
Civil Protection Order
Domestic Violence

Rejected
12/02/2022

Portal Submission Portal Summary Quick Exit

Party	Name
Petitioner	MALFOY, NARCISSA
Respondent	MALFOY, LUCIUS

Name	Additional Info	Page #	Status	Status Date	Actions
Initial Submission	beth.ratzlaff@kingcounty.gov		Received	11/30/2022	
Petition for Order for Protection		1	Final	11/30/2022	
Case Information Cover Sheet		1	Final	11/30/2022	
Law Enforcement and Confidential Information		1	Final	11/30/2022	
Proposed Order / Findings	Document is missing required signature. (Code: REJ005) Proposed temporary order is incomplete or does not match the same restraints listed on the petition. (Code: REJ007)	1	Rejected	11/30/2022	

Date	Content	From
Wed, November 30, 2022 11:49 AM	Civil Protection Order Initial Submission	Portal User