



# KC SCRIPT PORTAL 快速入门指南： 豁免文件申请

法律规定，有些人有资格免费领取其文件的副本。本快速入门指南将介绍如何申请获取豁免法庭文件副本。

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>2. 在“提交标题” (Submission Title) 方框中为您的申请命名。</p>	
<p>3. 输入案件编号，含连接号。点击“搜索” (Search)。</p>	
<p>4. 在“此订单是否针对豁免记录 (Is this order for exempt records)?”下拉菜单中选择“是” (Yes)。</p>	

5. 在下拉菜单中选择相应的豁免原因。

Orders for exempt records must be submitted separately from all other orders. When you choose an exempt reason, it will apply to all items in this order.  
Is this order for exempt records? [Learn who is exempt for records based on Washington law.](#)

Yes  \*

Please select the correct Revised Code of Washington (RCW) from this list. This RCW (exemption reason) will apply to all qualifying items. You must be eligible by law to receive the documents you are requesting. Please note that only specific individuals and specific court documents are exempt by law.

-Select-

- Select-
- RCW 7.90.055 (Petitioner: Sexual Assault)
- RCW 7.92.080 (Petitioner: Stalking)
- RCW 7.94.030 (9) (Petitioner: Extreme Risk)
- RCW 13.64.050 (Petitioner: Emancipation)
- RCW 26.50.040 (Petitioner: Domestic Violence)
- RCW 74.34.310 (Petitioner: Vulnerable Adult)
- RCW 73.04.120 (Veterans and Veterans Representatives: Case File)
- RCW 73.36.155 (Veteran: Case File for Eligibility Purposes)
- RCW 73.04.010 (Veteran or Legal Representative: Certificate)
- RCW 9.94A.500 (Prosecuting Attorneys: Criminal Convictions)
- RCW 36.18.016 (Law Enforcement Officer: Sex Offender Registry)
- RCW 26.52.060 (Foreign Prosecutor and Law Enforcement Agency: Protection Order Related)
- RCW 74.20.300 (Department of Social and Health Services)
- AGO 61-62 No. 136 (Washington State Department of Licensing: Abstracts or Judgments)
- Court Order (Documents Authorized by Court Order Only)
- RAP 15.2 (Order of Indigency)

6. 点击您要申请的每个文件旁的复选框。

<input type="checkbox"/> Sub	Date	Document Name	Additional Information	Seal	Pages
<input type="checkbox"/> 1	01/04/21	Petition for Order for Protection			7
<input type="checkbox"/> 2	01/04/21	Case Information Cover Sheet			1
<input checked="" type="checkbox"/> 3	01/04/21	Temporary Order for Protection			4
<input type="checkbox"/> 4	01/04/21	JIS Check Confidential Document Cover Sheet			3
<input type="checkbox"/> 5	01/07/21	Return of Service			2
<input type="checkbox"/> 6	01/08/21	JIS Check Confidential Document Cover Sheet			3
<input type="checkbox"/> 9	01/15/21	Order for Protection			6
<input type="checkbox"/> 8	01/15/21	Minutes			2
<input type="checkbox"/> 10	08/17/21	Letter			3

7. 点击 "Add Selected Documents to Order" (将所选文件加入订单) 按钮。

Add Selected Documents to Order

8. 现在, 您可以选择加快处理本案申请。

**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. 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:  Copies:  Copy Type:

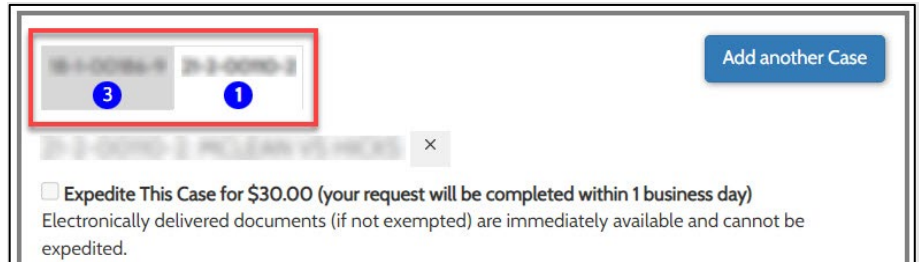
Sub	Filing Date	Name	Pages	Delivery	Copies	Copy Type	Item Cost
3	01/04/21	Temporary Order for Protection	4	Electronic	<input type="text" value="1"/>	Plain	\$1.00 (EXEMPT) ×
9	01/15/21	Order for Protection	6	Electronic	<input type="text" value="1"/>	Plain	\$1.50 (EXEMPT) ×
8	01/15/21	Minutes	2	Electronic	<input type="text" value="1"/>	Plain	\$0.50 (EXEMPT) ×

Your Order: 3 items  
Your Cost: \$0.00  
Exempt Total: \$3.00

10. 如需申请要求多个案件的文件，请点击 "Add Another Case"（添加其他案件）按钮，再重复步骤 3 和步骤 6-9。

您将看到其他案件作为新选项卡加入订单。

注意：订单包含的所有文件均须符合相同的豁免原因。



11. 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](#)。

注意：您申请的文件，将在 Clerk's Office 的工作人员核实豁免资格后提供。当订单处理完毕后，我们将通知您。

