

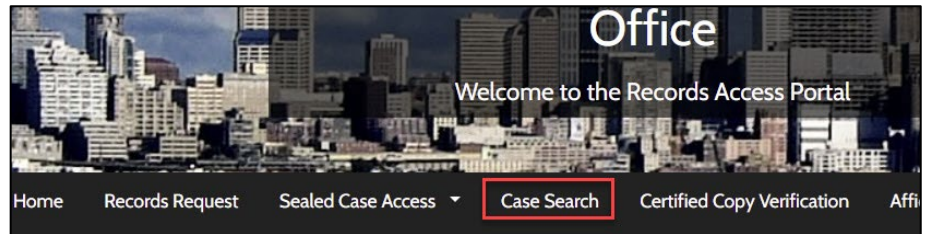


KC SCRIPT PORTAL 快速入门指南： 申请免除费用

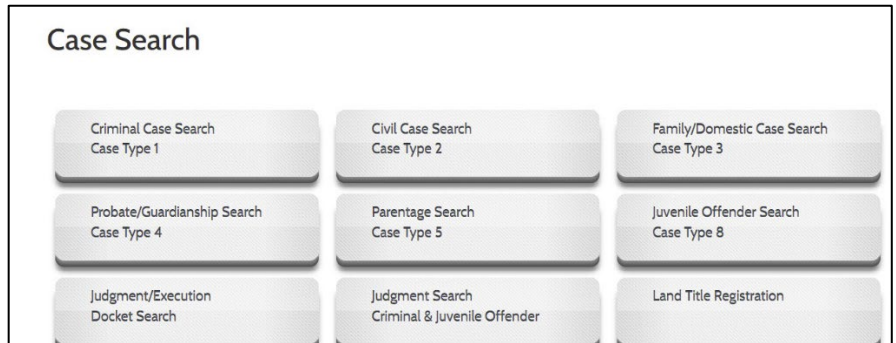
本快速入门指南将向您展示如何提交案件费用免除申请。

注意：您必须先登录门户账户才能进行操作。

1. 点击顶部导航栏中的“案件搜索”（Case Search）。



2. 选择正确的案件类型搜索。



3. 输入您的案件信息。按下“搜索”（Search）按钮。

Criminal (1), Civil (2), Criminal, Domestic/Family (3), Probate/Guardianship (4)

Use this search if you know the case number or the party name.
Below are the case types available through this search. Cases sealed by court order will display limited information.

(1) Criminal (2) Civil (3) Family Law (4) Probate / Guardianship

Superior Court case numbers filed after July 1, 1979 are in a nine (9) digit format: XX-X-XXXXX-X.

Case Number	<input type="text" value="-- --"/>	Last Name	<input type="text"/>
Or - Pre 1979 Case Number	<input type="text"/>	First Name	<input type="text"/>
		Middle Name	<input type="text"/>
Filing Date	<input type="text"/>	Organization Name	<input type="text"/>
	<input type="text"/>		

4. 点击蓝色的案件编号超链接。

Case Number	Filing Date	Case Name	Charge/Cause of Action	Next Hearing	Status
19-2-00000-0000	01/04/2021	WILLIAM W. HARRIS	Domestic Violence		Completed 01/04/2021
Results 1 - 1					

5. 点击“申请免除费用”(Request Fee Waiver)按钮。

Domestic Violence - Completed/Re-Completed

Request Access to Sealed Documents Request Fee Waiver Purchase/View Court records

Summary Participants Document List Events Judgments

Case Summary

6. 认真通读费用免除信息。

Request Fee Waiver

Request Fee Waiver

Fee Waiver Information

Instructions for a Clerk's Fee Waiver King County Superior Court Clerk's Office

The Clerk's Office provides access to some Clerk-related services. If qualified for a fee waiver you will be provided with a 12 month access to specific records without cost.

Services that are covered with a Clerk fee waiver are:

- View/Download documents online for the requested case
- Records Requests
- Ex-parte via the Clerk
- Ex-parte Expedited

Note: certain department policies apply that may limit the number of services provided by Clerk's office free of charge.

When requesting for a fee waiver you must provide the following:

1. Affidavit in Support of Clerk's Fee Waiver Request; and one of the options below:
 - a. Benefit Award Letter (Customer to upload)
 - b. Financial Declaration form
 - c. Identify if there is already a court order in your case that finds you indigent based on your income and financial needs.

7. 选择申请免除费用的理由。

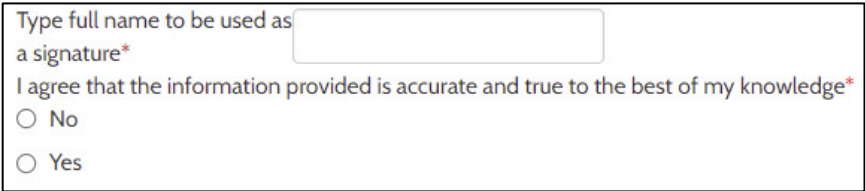

Request

Email Address*

To start your Fee Waiver request, please choose one of the following:

Select One*

- I am asking for a Clerk fee waiver and submitting a copy of a valid Benefits Awards letter
- I am asking for a Clerk fee waiver and will be providing the information for Financial Declaration
- I am asking for a Clerk fee waiver and will provide the sub number of the court order finding me indigent based on my income and financial needs

<p>8. 填写必填字段及/或上传必要文件。</p>	
<p>9. 在方框中输入您的姓名，然后选择“是”（Yes）或“否”（No）。</p>	
<p>10. 点击“继续”（Proceed）按钮。</p>	
<p>11. 您的申请将在 1 至 2 个工作日内进行审核。您将通过电子邮件和“我的消息”（My Messages）收到申请状态相关通知。</p>	