




# KC SCRIPT PORTAL QUICK START GUIDE: REQUEST A HEARING

This quick start guide will help you request a recording of a hearing.

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

<p>1. Click the <b>Request/View Court Records</b> button on the home page.</p>	 <p><b>Request/View Court Records</b> (Documents and Audio Hearings)</p>																																																																																																																								
<p>2. Name your request in the <b>Submission Title</b> box.</p>	<div data-bbox="600 856 1507 1024"> <p>Submission Title*</p> <input type="text" value="eRequest_45"/> <p>You may leave the default name or rename your request for future reference (such as "Mom and Dad's Probate").</p> </div>																																																																																																																								
<p>3. Enter the <b>Case Number</b>, including the dashes. Click <b>Search</b>.</p>	<div data-bbox="711 1138 1393 1243"> <p>Case Number</p> <input type="text"/> <input type="button" value="Search"/> <a href="#">Don't know the case number?</a> </div>																																																																																																																								
<p>4. Click the <b>check box</b> next to each hearing you're requesting.</p> <p>Desired hearing not listed? See last page.</p>	<div data-bbox="597 1356 1510 1671"> <p><b>HEARINGS</b></p> <p>Select the hearings you want to order. If you do not see the hearing you are looking for, please use the <b>Not Seeing Hearing</b> button to request.</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Date</th> <th>Type</th> <th>Location</th> <th>Official</th> <th>Hearing</th> <th>Start Time</th> <th>End Time</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>12/17/18</td> <td>Motion Hearing</td> <td>MRJC 1H</td> <td>Comm. 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<p>5. Click the <b>Add Selected Hearings to Order</b> button.</p>	<div data-bbox="808 1759 1299 1864"> <p><b>Add Selected Hearings to Order</b></p> </div>																																																																																																																								

6. You may now choose to expedite this 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.

7. Select the **Audio Type** for all hearings or for each hearing.

**HEARINGS**  
You can change the start and stop times to order a partial hearing.

Audio Type: FTR File

Date	Type	Hearing	Start/Stop	Audio Type	Delivery	Item Cost
12/31/18	Motion Hearing	Motion hearing	09:40:30 AM - 09:44:15 AM	FTR File	Electronic	\$25.00
06/07/19	Motion Hearing	Motion hearing	11:21:09 AM - 12:03:07 PM	FTR File	Electronic INCLUDED	
03/17/21	Family Law DV	Motion hearing	08:58:16 AM - 09:04:06 AM	FTR File	Electronic INCLUDED	

Your Order: 3 items  
Your Cost: \$25.00

Submit Order

8. To request a partial recording, click the **clock icon** to adjust the **start and stop time**.

**HEARINGS**  
You can change the start and stop times to order a partial hearing.

Audio Type: FTR File

Date	Type	Hearing	Start/Stop	Audio Type	Delivery	Item Cost
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Your Order: 3 items  
Your Cost: \$25.00

Submit Order

9. If you'd like to request hearing recordings from multiple cases, click the **Add Another Case** button and repeat steps 3-8.

You'll see additional cases added to your order as new tabs.

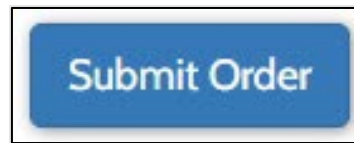
Add another Case

3 1

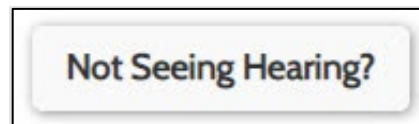
Add another Case

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.

10. Review your request. Click the **Submit Order** button to add it to your cart where you can [complete your payment process](#).



If you don't see the hearing you're looking for, click the **Not Seeing Hearing?** button.



Enter the hearing information you know, click **Add to Order**, then continue from step 6.

**HEARINGS**  
If you don't see a hearing you believe to be on the case, please submit the information you know about it.

Date of Hearing

Recording Start Time

Recording Stop Time

Comments