



HƯỚNG DẪN BẮT ĐẦU NHANH VỀ KC SCRIPT PORTAL: YÊU CẦU PHIÊN ĐIỀU TRẦN

Hướng dẫn bắt đầu nhanh này sẽ giúp quý vị yêu cầu việc ghi lại phiên điều trần.

Lưu ý: Quý vị phải đăng nhập vào tài khoản Cổng Thông Tin của mình để thực hiện quy trình này.

<p>1. Nhấp vào nút Request/View Court Records (Yêu Cầu/Xem Hồ Sơ Tòa Án) ở trang chủ.</p>	<div style="text-align: center;">  <p>Request/View Court Records (Documents and Audio Hearings)</p> </div>																																																																																																																								
<p>2. Đặt tên yêu cầu của quý vị trong ô Submission Title (Tiêu Đề Nộp).</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Submission Title*</p> <div style="border: 1px solid red; padding: 2px;">eRequest_45</div> <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. Nhập Số Hồ Sơ, bao gồm cả dấu gạch ngang. Nhấp vào Search (Tìm Kiếm).</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Case Number</p> <div style="display: flex; align-items: center;"> <input style="width: 100px; height: 20px; margin-right: 10px;" type="text"/> <div style="border: 1px solid gray; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">Search</div> Don't know the case number? </div> </div>																																																																																																																								
<p>4. Nhấp vào check box (ô đánh dấu) bên cạnh phiên điều trần mà quý vị đang yêu cầu.</p> <p>Phiên điều trần muốn yêu cầu không có trong danh sách? Xem trang cuối cùng.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>HEARINGS</p> <p>Select the hearings you want to order. If you do not see the hearing you are looking for, please use the Not Seeing Hearing button to request.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <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. Nhấp vào nút Add Selected Hearings to Order (Thêm Phiên Điều Trần Đã Chọn vào Đơn Hàng) .</p>	<div style="text-align: center; border: 1px solid gray; padding: 10px; width: fit-content; margin: 0 auto;"> <p>Add Selected Hearings to Order</p> </div>																																																																																																																								

6. Bây giờ quý vị có thể chọn để giải quyết nhanh vụ án này.

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. Chọn Audio Type (Loại Bản Ghi Âm Thanh) cho tất cả phiên điều trần hoặc cho mỗi phiên điều trần.

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. Để yêu cầu bản ghi một phần, nhấp vào clock icon (biểu tượng đồng hồ) để điều chỉnh start and stop time (thời gian bắt đầu và dừng).

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Your Order: 3 items
Your Cost: \$25.00

[Submit Order](#)

9. Nếu quý vị muốn yêu cầu bản ghi phiên điều trần từ nhiều vụ án, hãy nhấp vào nút Add Another Case (Thêm Vụ Án Khác) và lặp lại bước 3-8.

Quý vị sẽ nhìn thấy các vụ án bổ sung được thêm vào đơn hàng của mình dưới dạng các tab mới.

[Add another Case](#)

10-1-2018-1 10-2-2018-2

[Add another Case](#)

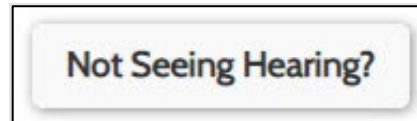
10-2-2018-2 10-2-2018-2 ×

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. Xem lại yêu cầu của quý vị. Nhấp vào nút Submit Order (Gửi Đơn Hàng) để thêm đơn hàng vào giỏ hàng của quý vị, nơi quý vị có thể [hoàn thành quy trình thanh toán của mình](#).



Nếu quý vị không nhìn thấy phiên điều trần đang tìm kiếm, nhấp vào nút Not Seeing Hearing? (Không Nhìn Thấy Phiên Điều Trần?).



Nhập thông tin phiên điều trần mà quý vị biết, nhấp vào Add to Order (Thêm Vào Đơn Hàng), sau đó tiếp tục từ bước 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