



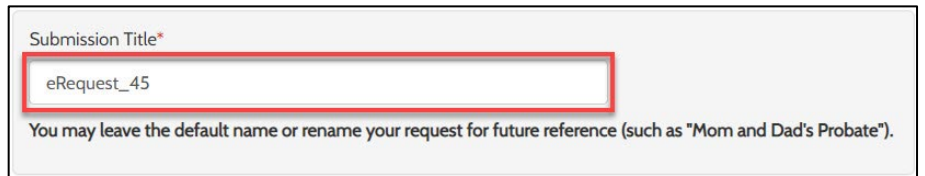
KC SCRIPT PORTAL 快速入门指南： 签发申请

本快速入门指南将向您展示如何申请书记员签发的文件，如令状、传票和出庭通知。

注意：您必须先登录门户账户才能进行操作。

<p>⚠️ 请勿在您的签发申请订单中添加其他商品。订单中的任何其他商品均将被删除。</p>	
<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. 点击“签发传票、令状或出庭通知（Issuance of Subpoena, Writ, or Citation）”按钮。</p>	
<p>3. 点击“继续服务”（Continue to Service）按钮。</p> <p>申请表将在新的浏览器标签页中打开。</p>	

4. 在“提交标题” (Submission Title) 方框中为您的申请命名。

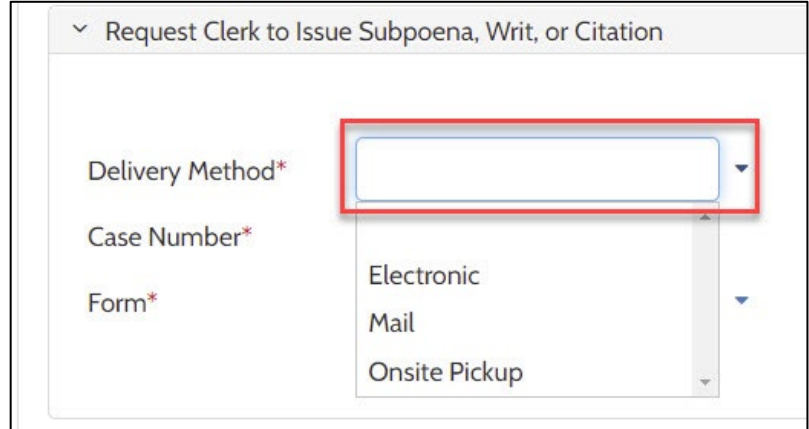


Submission Title*

eRequest_45

You may leave the default name or rename your request for future reference (such as "Mom and Dad's Probate").

5. 选择您的“交付方式” (Delivery)。



Request Clerk to Issue Subpoena, Writ, or Citation

Delivery Method*

Case Number*

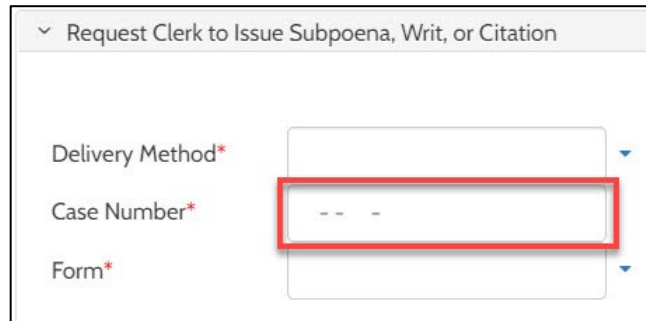
Form*

Electronic

Mail

Onsite Pickup

6. 输入案件编号。



Request Clerk to Issue Subpoena, Writ, or Citation

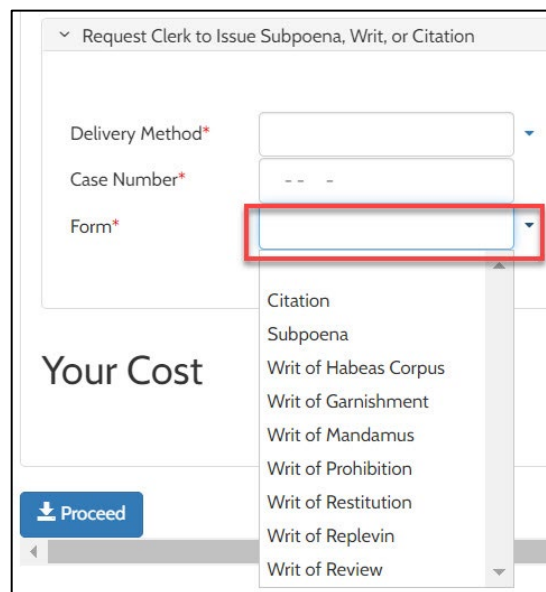
Delivery Method*

Case Number*

Form*

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7. 选择您要签发的表格。



Request Clerk to Issue Subpoena, Writ, or Citation

Delivery Method*

Case Number*

Form*

Citation

Subpoena

Writ of Habeas Corpus

Writ of Garnishment

Writ of Mandamus

Writ of Prohibition

Writ of Restitution

Writ of Replevin

Writ of Review

Your Cost

Proceed

8. 如果您在交付方式中选择了“邮寄”（Mail）或“自取”（Pickup），请输入您需要的副本数量和您的邮寄地址或自取地点。

Request Clerk to Issue Subpoena, Writ, or Citation

Delivery Method* Mail

Case Number* 20-1-00000-0

Form* Subpoena

Copies 1

Address - Required for Mail Delivery

Address

Apt/Suite/Other

City

State

Zip

Location - Required for Onsite Pickup Delivery

Pickup Location

CFJC

Kent

Seattle

9. 点击“选择文件”（Choose File）并上传必要文件。

Document Upload

Subpoena * Choose File No file chosen

Praecipe Choose File No file chosen

Accepted file types are PDF, and TIFF. Max File Size is 10MB

10. 点击“Proceed”（继续）按钮，将其添加到您的购物车，您可以在购物车[完成付款流程](#)。

