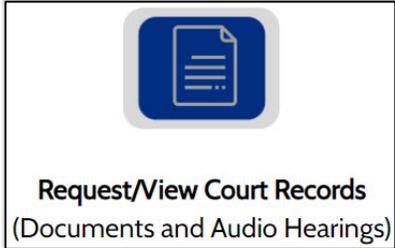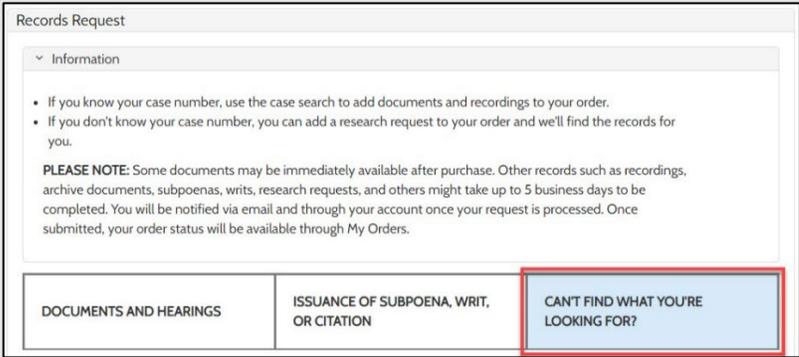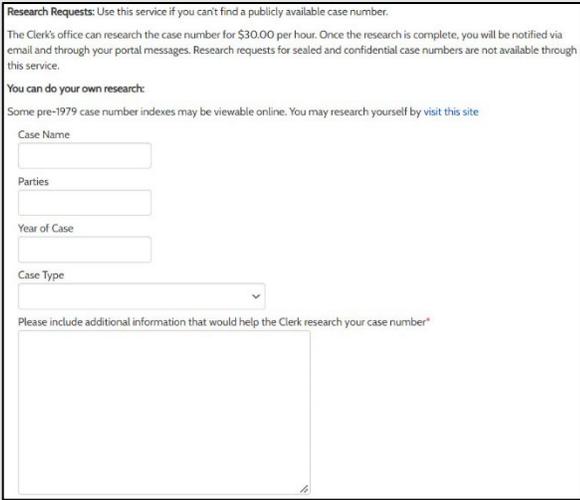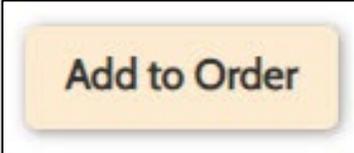# KC SCRIPT PORTAL QUICK START GUIDE: RESEARCH REQUEST

If you'd like to request court records, but you don't know the case number, Clerk's Office staff can assist in your search at the rate of $30.00 per hour. This quick start guide will show you how to submit a research request.

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

1. Click the **Request/View Court Records** button on the home page.	**Request/View Court Records** (Documents and Audio Hearings)
2. Click the **Can't find what you're looking for?** button on the Records Request page.	
3. Enter in as much information as you have to help with the search.	

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4. Click the **Add to Order** button.	Add to Order
5. Click the **Submit Order** button to add the research request to your cart where you can complete your payment process.	Submit Order

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