
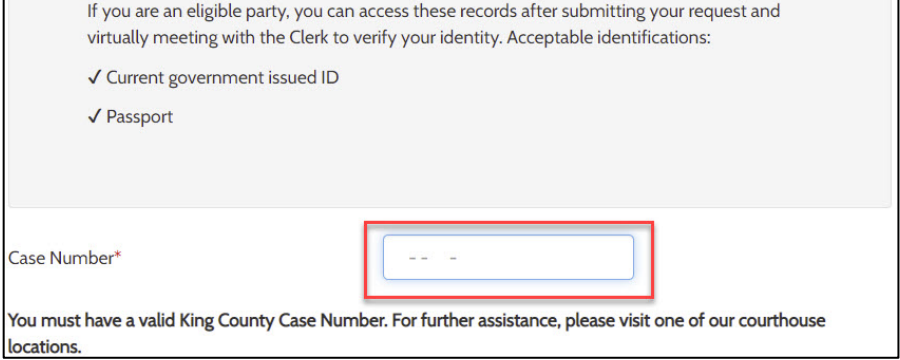
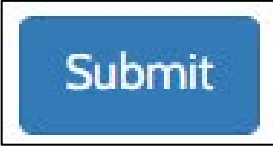




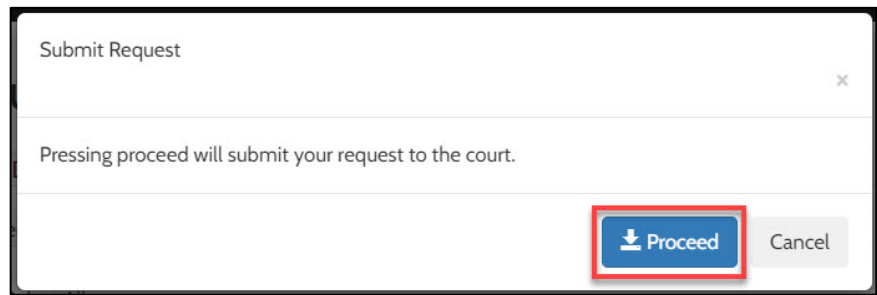
KC SCRIPT PORTAL 快速入门指南： 申请访问已封存案件

本快速入门指南将向您展示如何申请访问已封存的案件。

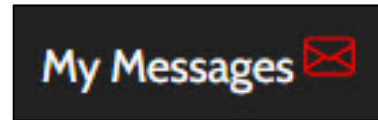
注意：您必须先登录门户账户才能进行操作。

<p>1. 点击顶部导航菜单中“已封存案件访问” (Sealed Case Access) 的下拉菜单。选择“已封存案件访问” (Sealed Case Access)。</p>	
<p>2. 输入您申请访问的案件编号。</p>	
<p>3. 点击“提交” (Submit) 按钮。</p>	

4. 点击“继续”
(Proceed) 按钮以完成您的
申请。



5. 点击顶部导航栏中的
“我的消息” (My
Messages)。



6. 按照关于如何向书记员
办公室核实您的身份的说明
进行操作。

Case Number	Message Title	Date	Message
			Date: 10/05/2022 Case Number: 21-2-00110-2 Request ID Number: 4390 Luna Lovegood: Thank you for submitting a request for a sealed or confidential case or document to the King County Superior Court Clerk's Office. Due to the sensitive nature of a sealed or confidential record, the King County Superior Court Clerk's office needs to verify your identity and verify that you have authority to view the sealed or confidential record. You have requested access to 21-2-00110-2. What to do next: 1. Please have one of the following available to show the clerk: o Government issued picture identification 2. Once you have your identification, please join the attached zoom link https://kingcounty.zoom.us/j/97480773343#success to verify your identity with a clerk. The virtual office hours are Monday to Friday, 9:00 a.m. to 4:00 p.m. (closed 12:15 p.m. to 1:15 p.m.). Please note, once you log into the virtual office, you will be placed in a virtual waiting room until a clerk allows you into the virtual office. If you exit the waiting room, you will lose your place in line. If you are unable to visit our virtual office within two business days from the date and time you request access, you will need to submit another request. Contact us via live chat, phone, email, or to find our office locations, please visit our website for details: https://kingcounty.gov/courts/clerk.aspx . There is information on our website with helpful instructions on how to join the virtual office via computer or mobile device. Sealed Access FAQ Thank you for contacting the clerk's office.
	Recent Sealed Case Request	10/05/2022	

7. 您可以点击"Sealed Case
Access" (已封存案件访问) 下
拉菜单的"Search Sealed
Access Requests – Granted"
(搜索已封存访问申请 - 已
批准) 和"Search Sealed
Access Requests – Pending/
Denied" (搜索已封存访问申
请 - 待处理/已拒绝), 查
看已封存案件访问申请的状
态。

