



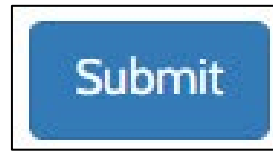
KC SCRIPT PORTAL 快速入门指南： 申请访问已封存文件

本快速入门指南将向您展示如何申请访问已封存的案件文件。

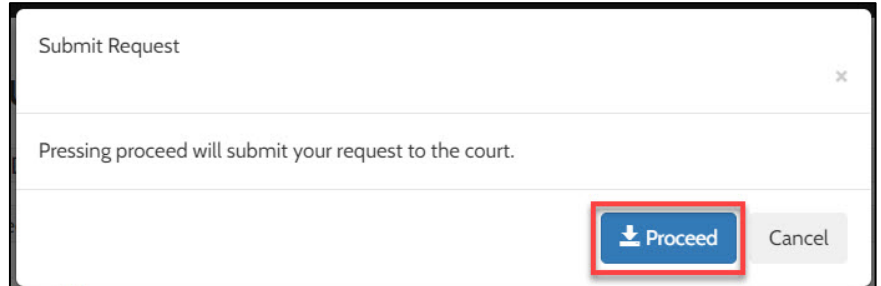
注意：您必须先登录门户账户才能进行操作。

<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>Request/View Court Records (Documents and Audio Hearings)</p>										
<p>2. 输入案件编号，含连接号。点击“搜索”（Search）。</p>	 <p>Case Number <input type="text"/> <input type="button" value="Search"/> Don't know the case number?</p>										
<p>3. 点击"Request Access to Sealed Documents"（申请访问已封存文件）按钮。浏览器将打开新选项卡。</p>	 <table border="1"> <tr> <td><input type="checkbox"/></td> <td>94</td> <td>02/16/10</td> <td>Correspondence</td> <td>CORRESPOND /DESTRL</td> </tr> <tr> <td><input type="checkbox"/></td> <td>95</td> <td>02/26/10</td> <td>Exhibits Destroyed</td> <td>EXHIBITS DESTROYED</td> </tr> </table> <p><input type="button" value="Add Selected Documents to Order"/> <input type="button" value="Request Access to Sealed Documents"/> <input type="button" value="More Documents"/></p>	<input type="checkbox"/>	94	02/16/10	Correspondence	CORRESPOND /DESTRL	<input type="checkbox"/>	95	02/26/10	Exhibits Destroyed	EXHIBITS DESTROYED
<input type="checkbox"/>	94	02/16/10	Correspondence	CORRESPOND /DESTRL							
<input type="checkbox"/>	95	02/26/10	Exhibits Destroyed	EXHIBITS DESTROYED							
<p>4. 点击您申请访问的文件旁的复选框。</p>	 <p>Request Access to Sealed Documents</p> <p>Sealed Document Request</p> <p>Requested Documents</p> <p><input type="checkbox"/> Select All</p> <p><input checked="" type="checkbox"/> 4 - 01/04/2021 JIS Check Confidential Document Cover Sheet</p> <p><input type="checkbox"/> 6 - 01/08/2021 JIS Check Confidential Document Cover Sheet</p> <p>Seal Legend</p> <table border="1"> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.</td> <td>Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.</td> <td>Access to this document is allowed by court order only, please contact clerk if you have questions.</td> </tr> </table>				Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.	Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.	Access to this document is allowed by court order only, please contact clerk if you have questions.				
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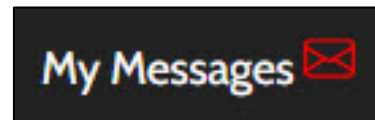
5. 点击“提交” (Submit) 按钮。



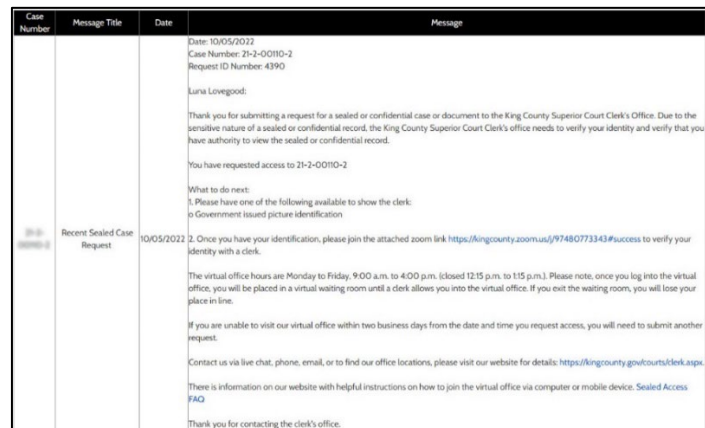
6. 点击“继续” (Proceed) 按钮以提交您的申请。



7. 点击顶部导航栏中的“我的消息” (My Messages)。



8. 阅读说明并遵照行事，继续向书记员办公室核实您的身份。



9. 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)，查看已封存文件申请的状态。

