




KC SCRIPT PORTAL QUICK START GUIDE: REQUEST A HEARING

This quick start guide will help you request a recording of a hearing.

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

<p>1. Click the Request/View Court Records button on the home page.</p>	<div data-bbox="857 520 1250 772"><p>Request/View Court Records (Documents and Audio Hearings)</p></div>																																																																																																																								
<p>2. Name your request in the Submission Title box.</p>	<div data-bbox="600 861 1507 1035"><p>Submission Title*</p><div data-bbox="613 909 1201 972">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. Enter the Case Number, including the dashes. Click Search.</p>	<div data-bbox="711 1150 1393 1255"><p>Case Number</p><div data-bbox="719 1186 966 1234"></div><div data-bbox="987 1186 1096 1239">Search</div>Don't know the case number?</div>																																																																																																																								
<p>4. Click the check box next to each hearing you're requesting.</p> <p>Desired hearing not listed? See last page.</p>	<div data-bbox="597 1371 1507 1686"><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"><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. Melinda Johnson Taylor</td><td>Hearing continued</td><td>9:39:59</td><td>9:40:35</td></tr><tr><td><input type="checkbox"/></td><td>12/31/18</td><td>Motion Hearing</td><td>MRJC 1H</td><td>Pro Tem Nancy Bradburn-Johnson</td><td>Motion hearing</td><td>9:40:30</td><td>9:44:15</td></tr><tr><td><input type="checkbox"/></td><td>01/14/19</td><td>Motion Hearing</td><td>MRJC 1G</td><td>Comm. Jennie Laird</td><td>Hearing continued</td><td>9:49 AM</td><td>9:53 AM</td></tr><tr><td><input type="checkbox"/></td><td>02/05/19</td><td>Motion Hearing</td><td>MRJC 1F</td><td>Comm. Jennie Laird</td><td>Motion hearing</td><td>11:24:00 AM</td><td>11:36:00 AM</td></tr><tr><td><input type="checkbox"/></td><td>02/27/19</td><td>Motion Hearing</td><td>KCCH W331</td><td>Tanya Thorp</td><td>Motion hearing</td><td>9:40:00</td><td>9:44:52</td></tr><tr><td><input type="checkbox"/></td><td>03/27/19</td><td>Motion Hearing</td><td>KCCH W331</td><td>Tanya Thorp</td><td>Motion hearing</td><td>10:54:00</td><td>11:02:22</td></tr><tr><td><input type="checkbox"/></td><td>04/10/19</td><td>Surrender Weapons Review</td><td>KCCH W331</td><td>Tanya Thorp</td><td>Motion hearing</td><td>10:24:23</td><td>10:40:20</td></tr><tr><td><input type="checkbox"/></td><td>06/07/19</td><td>Motion Hearing</td><td>MRJC 3B</td><td>Matthew Williams</td><td>Motion hearing</td><td>11:28:09 AM</td><td>12:03:07 AM</td></tr><tr><td><input type="checkbox"/></td><td>11/15/19</td><td>Motion Hearing</td><td>MRJC 1G</td><td>Comm. Jonathon Lack</td><td>Motion hearing</td><td>9:10:13</td><td>9:32:37</td></tr><tr><td><input type="checkbox"/></td><td>03/06/20</td><td>Family Law DV</td><td>MRJC 1G</td><td>Comm. Jonathon Lack</td><td>Motion hearing</td><td>9:13:00</td><td>9:45:40</td></tr><tr><td><input type="checkbox"/></td><td>03/11/20</td><td>Surrender Weapons Review</td><td>KCCH W331</td><td>Janet Helson</td><td>Motion hearing</td><td>10:15:22</td><td>10:22:30</td></tr><tr><td><input type="checkbox"/></td><td>08/03/20</td><td>Motion Hearing</td><td>MRJC 4C</td><td>Maureen McKee</td><td>Motion hearing</td><td>8:49:00</td><td>9:31:17</td></tr><tr><td><input checked="" type="checkbox"/></td><td>03/17/21</td><td>Family Law DV</td><td>MRJC 1F</td><td>Comm. Jennie Laird</td><td>Motion hearing</td><td>8:58:16/10:10:00</td><td>9:04:06/10:48:40</td></tr><tr><td><input type="checkbox"/></td><td>10/27/21</td><td>Motion Hearing</td><td>KCCH W331</td><td>Janet Helson</td><td>Motion hearing</td><td>03:35:25</td><td>04:33:20</td></tr></tbody></table><div data-bbox="613 1659 868 1680"><div>Add Selected Hearings to Order</div><div>Not Seeing Hearing?</div></div></div>	<input type="checkbox"/>	Date	Type	Location	Official	Hearing	Start Time	End Time	<input type="checkbox"/>	12/17/18	Motion Hearing	MRJC 1H	Comm. Melinda Johnson Taylor	Hearing continued	9:39:59	9:40:35	<input type="checkbox"/>	12/31/18	Motion Hearing	MRJC 1H	Pro Tem Nancy Bradburn-Johnson	Motion hearing	9:40:30	9:44:15	<input type="checkbox"/>	01/14/19	Motion Hearing	MRJC 1G	Comm. Jennie Laird	Hearing continued	9:49 AM	9:53 AM	<input type="checkbox"/>	02/05/19	Motion Hearing	MRJC 1F	Comm. Jennie Laird	Motion hearing	11:24:00 AM	11:36:00 AM	<input type="checkbox"/>	02/27/19	Motion Hearing	KCCH W331	Tanya Thorp	Motion hearing	9:40:00	9:44:52	<input type="checkbox"/>	03/27/19	Motion Hearing	KCCH W331	Tanya Thorp	Motion hearing	10:54:00	11:02:22	<input type="checkbox"/>	04/10/19	Surrender Weapons Review	KCCH W331	Tanya Thorp	Motion hearing	10:24:23	10:40:20	<input type="checkbox"/>	06/07/19	Motion Hearing	MRJC 3B	Matthew Williams	Motion hearing	11:28:09 AM	12:03:07 AM	<input type="checkbox"/>	11/15/19	Motion Hearing	MRJC 1G	Comm. Jonathon Lack	Motion hearing	9:10:13	9:32:37	<input type="checkbox"/>	03/06/20	Family Law DV	MRJC 1G	Comm. Jonathon Lack	Motion hearing	9:13:00	9:45:40	<input type="checkbox"/>	03/11/20	Surrender Weapons Review	KCCH W331	Janet Helson	Motion hearing	10:15:22	10:22:30	<input type="checkbox"/>	08/03/20	Motion Hearing	MRJC 4C	Maureen McKee	Motion hearing	8:49:00	9:31:17	<input checked="" type="checkbox"/>	03/17/21	Family Law DV	MRJC 1F	Comm. Jennie Laird	Motion hearing	8:58:16/10:10:00	9:04:06/10:48:40	<input type="checkbox"/>	10/27/21	Motion Hearing	KCCH W331	Janet Helson	Motion hearing	03:35:25	04:33:20
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<p>5. Click the Add Selected Hearings to Order button.</p>	<div data-bbox="808 1780 1299 1879"><div>Add Selected Hearings to Order</div></div>																																																																																																																								

6. You may now choose to expedite this case.

☐ 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. Select the **Audio Type** for all hearings or for each hearing.

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. To request a partial recording, click the **clock icon** to adjust the **start and stop time**.

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](#)

9. If you'd like to request hearing recordings from multiple cases, click the **Add Another Case** button and repeat steps 3-8.

You'll see additional cases added to your order as new tabs.

[Add another Case](#)



10. Review your request. Click the **Submit Order** button to add it to your cart where you can [complete your payment process](#).

Submit Order

If you don't see the hearing you're looking for, click the **Not Seeing Hearing?** button.

Not Seeing Hearing?

Enter the hearing information you know, click **Add to Order**, then continue from step 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

mm/dd/yyyy

Recording Start Time

--:--:--

Recording Stop Time

--:--:--

Comments

Add to Order

Back