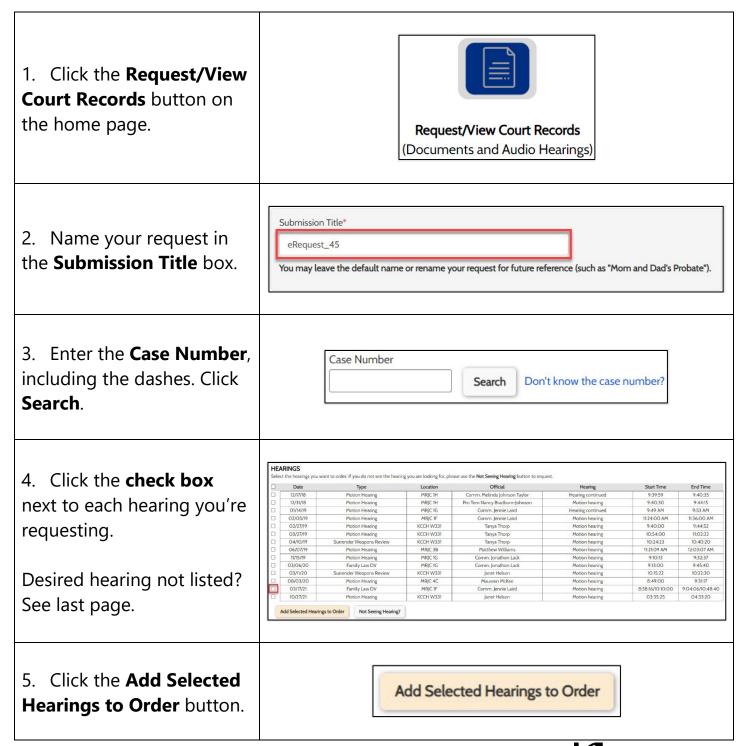
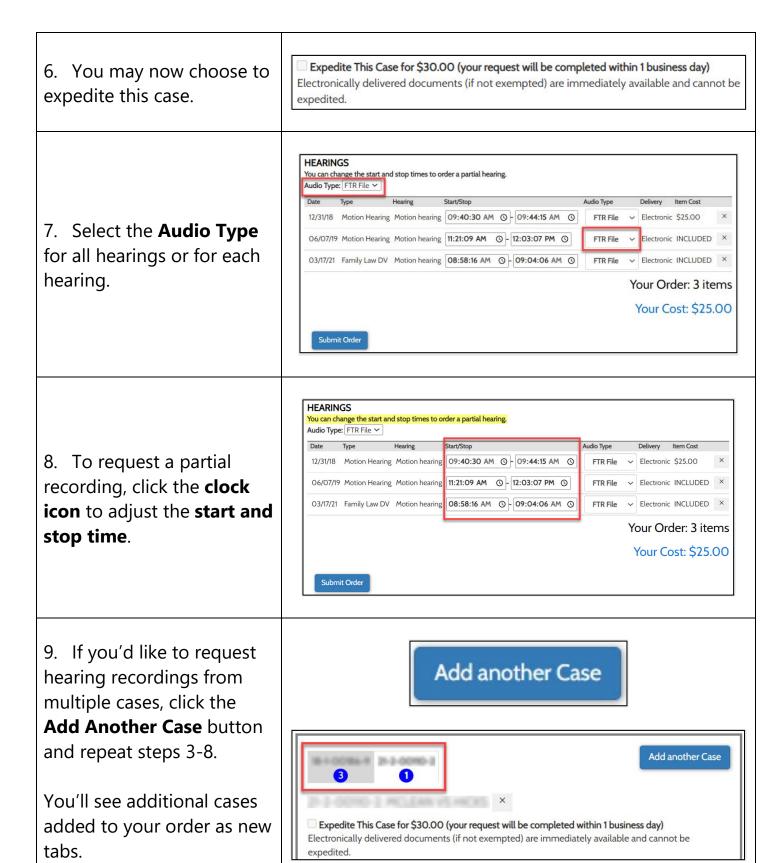


KC SCRIPT PORTAL QUICK START GUIDE: REQUEST A HEARING

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.







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



If you don't see the hearing you're looking for, click the Not Seeing Hearing? **Not Seeing Hearing?** button. 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 --:--: O Recording Stop Time Enter the hearing Comments information you know, click Add to Order, then continue from step 6. Add to Order Back

