

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.	Records Request Information If you know your case number, use the case search to add documents and recordings to your order. If you don't know your case number, you can add a research request to your order and we'll find the records for you. PLEASE NOTE: Some documents may be immediately available after purchase. Other records such as recordings, archive documents, subpoenas, writs, research requests, and others might take up to 5 business days to be completed. You will be notified via email and through your account once your request is processed. Once submitted, your order status will be available through My Orders. DOCUMENTS AND HEARINGS ISSUANCE OF SUBPOENA, WRIT, CANT FIND WHAT YOU'RE LOOKING FOR?
3. Enter in as much information as you have to help with the search.	Research Requests: Use this service if you can't find a publicly available case number. The Clerk's office can research the case number for \$30.00 per hour. Once the research is complete, you will be notified via email and through your portal messages. Research requests for sealed and confidential case numbers are not available through this service. You can do your own research: Some pre-1979 case number indexes may be viewable online. You may research yourself by visit this site Case Name Parties Yar of Case Yar of Case Please include additional information that would help the Clerk research your case number*



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 <u>complete your</u> <u>payment process</u> .	Submit Order

