
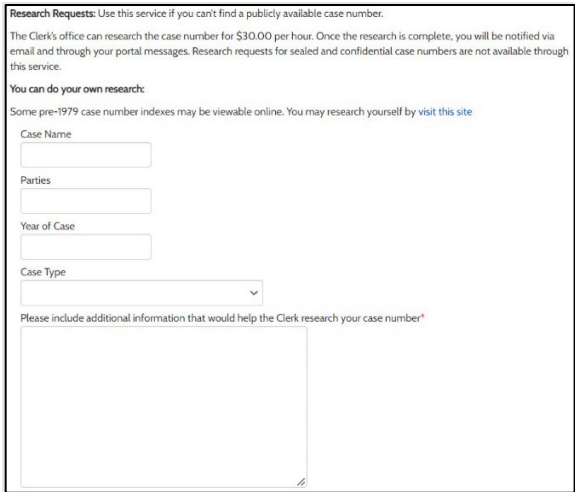


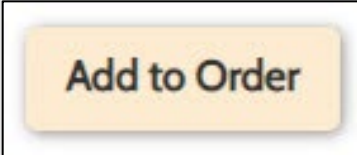


KC SCRIPT PORTAL QUICK START GUIDE: RESEARCH REQUEST

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.	
3. Enter in as much information as you have to help with the search.	

4. Click the Add to Order button.	
5. Click the Submit Order button to add the research request to your cart where you can complete your payment process .	