
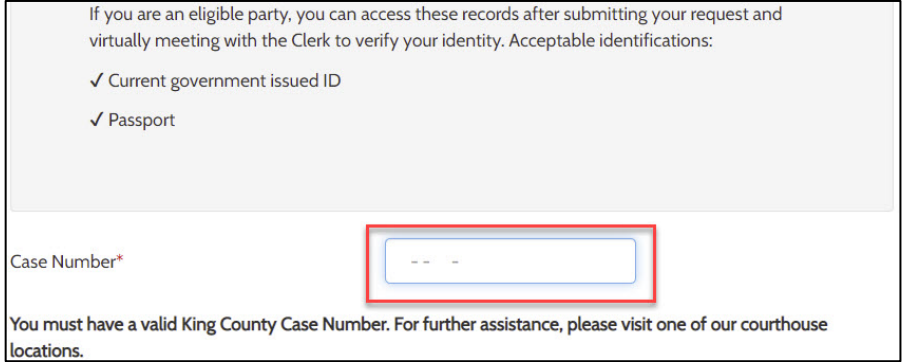





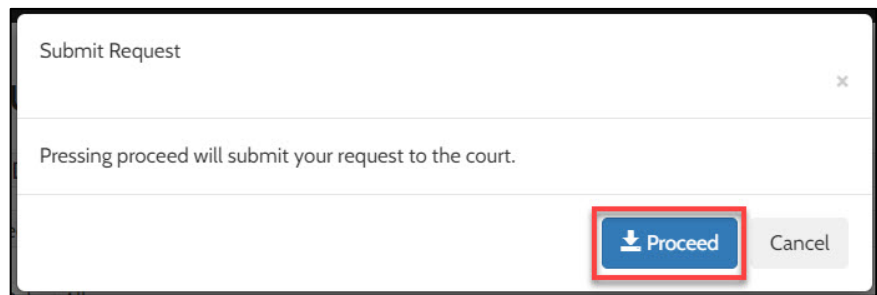
# KC SCRIPT PORTAL QUICK START GUIDE: REQUESTING SEALED CASE ACCESS

This quick start guide will show you how to request access to a sealed case.

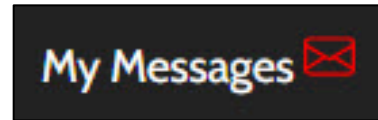
Note: To do this, you must be logged in to your Portal account.

<p>1. Click the drop down arrow for <b>Sealed Case Access</b> in the top navigation menu. Select <b>Sealed Case Access</b>.</p>	
<p>2. Enter the <b>case number</b> you are requesting access to.</p>	
<p>3. Click the <b>Submit</b> button.</p>	

4. Click the **Proceed** button to complete your request.



5. Click on **My Messages** in the top navigation bar.



6. Read and follow the instructions to proceed with verifying your identity with the Clerk's Office.

Case Number	Message Title	Date	Message
			Date: 10/05/2022 Case Number: 21-2-00110-2 Request ID Number: 4390  Luna Lovegood:  Thank you for submitting a request for a sealed or confidential case or document to the King County Superior Court Clerk's Office. Due to the sensitive nature of a sealed or confidential record, the King County Superior Court Clerk's office needs to verify your identity and verify that you have authority to view the sealed or confidential record.  You have requested access to 21-2-00110-2.  What to do next: 1. Please have one of the following available to show the clerk: o Government issued picture identification 2. Once you have your identification, please join the attached zoom link <a href="https://kingcounty.zoom.us/j/97480773343#success">https://kingcounty.zoom.us/j/97480773343#success</a> to verify your identity with a clerk.  The virtual office hours are Monday to Friday, 9:00 a.m. to 4:00 p.m. (closed 12:15 p.m. to 1:15 p.m.). Please note, once you log into the virtual office, you will be placed in a virtual waiting room until a clerk allows you into the virtual office. If you exit the waiting room, you will lose your place in line.  If you are unable to visit our virtual office within two business days from the date and time you request access, you will need to submit another request.  Contact us via live chat, phone, email, or to find our office locations, please visit our website for details: <a href="https://kingcounty.gov/courts/clerk.aspx">https://kingcounty.gov/courts/clerk.aspx</a> .  There is information on our website with helpful instructions on how to join the virtual office via computer or mobile device. <a href="#">Sealed Access FAQ</a>  Thank you for contacting the clerk's office.

7. You can check the status of your sealed case access request by clicking **Search Sealed Access Requests – Granted** and **Search Sealed Access Requests – Pending/Denied** on the **Sealed Case Access** drop down menu.

