













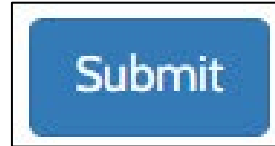
KC SCRIPT PORTAL QUICK START GUIDE: REQUESTING SEALED DOCUMENT ACCESS

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

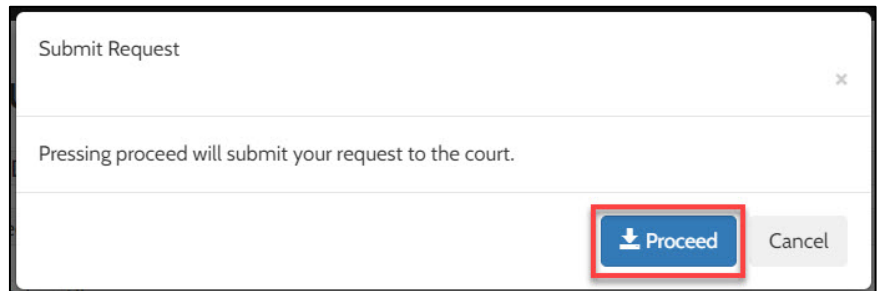
Note: To do this, you must be logged in to your Portal account.

1. Click the Request/View Court Records button on the home page.	<div><div></div><div>Request/View Court Records (Documents and Audio Hearings)</div></div>										
2. Enter the Case Number , including the dashes. Click Search .	<div><div>Case Number</div><div><input type="text"/></div><div><div>Search</div><div>Don't know the case number?</div></div></div>										
3. Click the Request Access to Sealed Documents button. A new browser tab will open.	<table><tr><td><input type="checkbox"/></td><td>94</td><td>02/16/10</td><td>Correspondence</td><td>CORRESPOND /DESTRU</td></tr><tr><td><input type="checkbox"/></td><td>95</td><td>02/26/10</td><td>Exhibits Destroyed</td><td>EXHIBITS DESTROYED</td></tr></table> <div><div>Add Selected Documents to Order</div><div>Request Access to Sealed Documents</div><div>More Documents</div></div>	<input type="checkbox"/>	94	02/16/10	Correspondence	CORRESPOND /DESTRU	<input type="checkbox"/>	95	02/26/10	Exhibits Destroyed	EXHIBITS DESTROYED
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<input type="checkbox"/>	95	02/26/10	Exhibits Destroyed	EXHIBITS DESTROYED							
4. Click the check boxes next to the documents you are requesting access to.	<div><div><h3>Request Access to Sealed Documents</h3><div>Sealed Document Request</div><div><div>Requested Documents</div><div><div><input type="checkbox"/> Select All</div><div><input checked="" type="checkbox"/> 4 - 01/04/2021 JIS Check Confidential Document Cover Sheet</div><div><input type="checkbox"/> 6 - 01/08/2021 JIS Check Confidential Document Cover Sheet</div></div></div><div><div>Seal Legend</div><table><tr><td></td><td></td><td></td></tr><tr><td>Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.</td><td>Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.</td><td>Access to this document is allowed by court order only, please contact clerk if you have questions.</td></tr></table></div></div></div>				Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.	Access to this document is limited by law or court order, please contact clerk to find out how and if you can access it.	Access to this document is allowed by court order only, please contact clerk if you have questions.				
											
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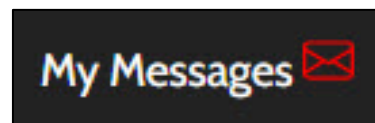
5. Click the **Submit** button.



6. Click the **Proceed** button to submit your request.



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



8. 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 https://kingcounty.zoom.us/j/97480773343#success 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: https://kingcounty.gov/courts/clerk.aspx . There is information on our website with helpful instructions on how to join the virtual office via computer or mobile device. Sealed Access FAQ Thank you for contacting the clerk's office.

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

