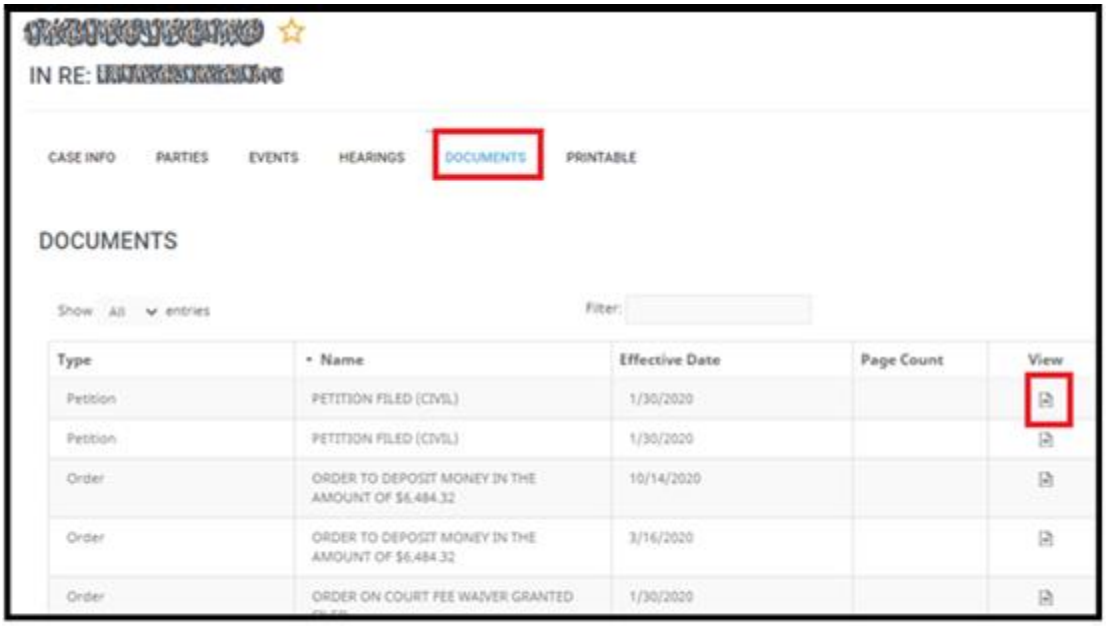
# Court Access Portal – Document Purchasing

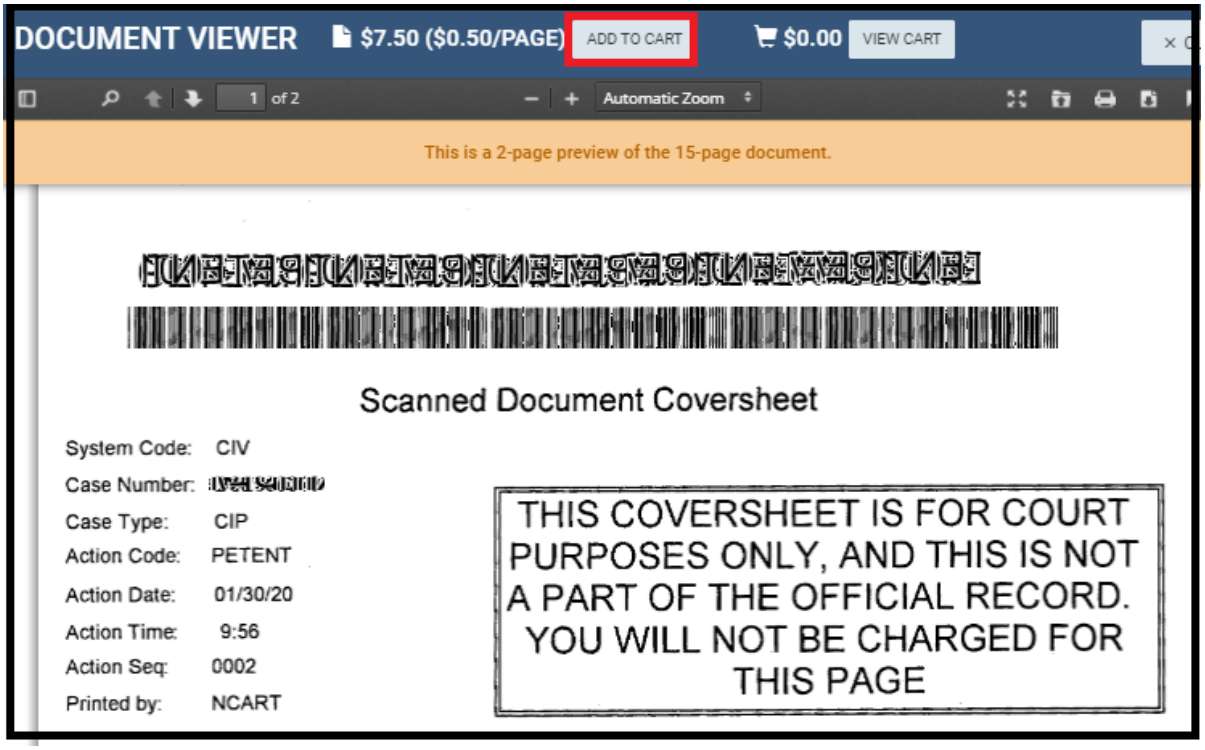
1) From a case, click on the “documents” tab, then click on the document picture in the “view” column for the document you with to purchase.



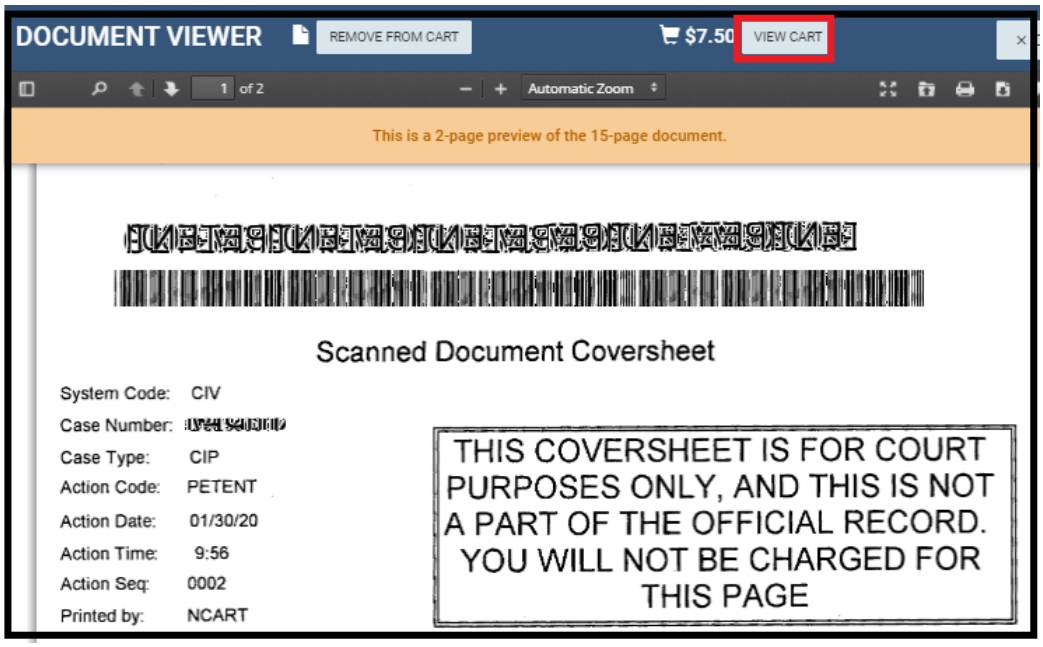

a.

2) A two page preview will display. If this is the document you wish to purchase, click on “add to cart”.
   a. If the document is only 2 pages you will not be charged for downloading them.
      i. DISCLAIMER: The number of preview pages allowed is subject to change.

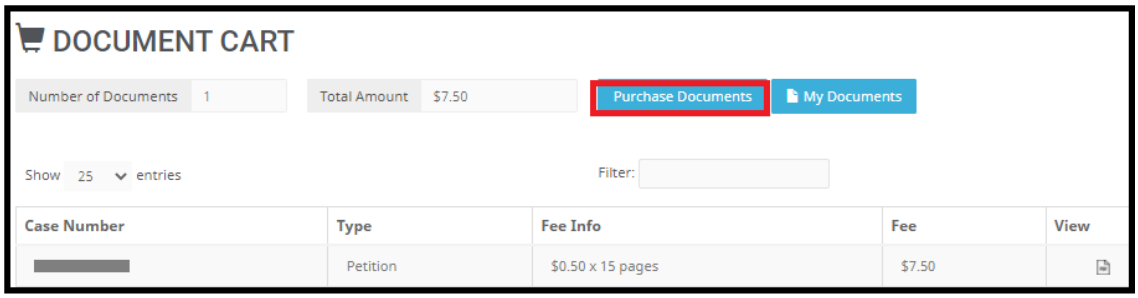
b.



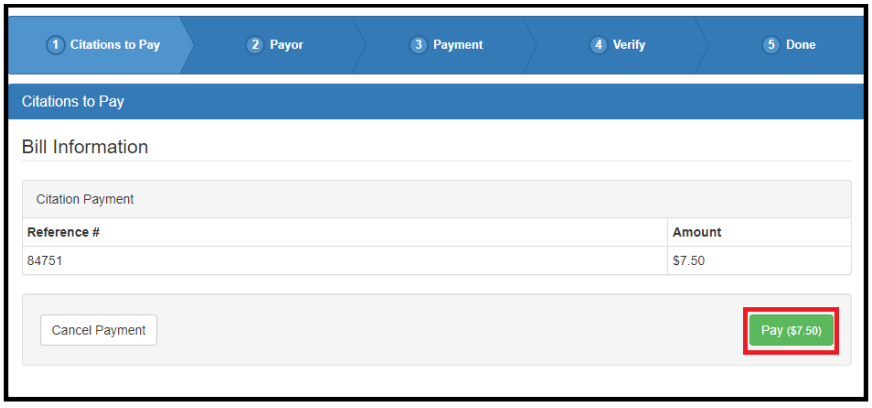

3) You can repeat this process to add other documents to your cart.
4) Once you are ready to checkout, click the “view cart” button.

a. 


5) Verify the cart contents and click “Purchase Documents”

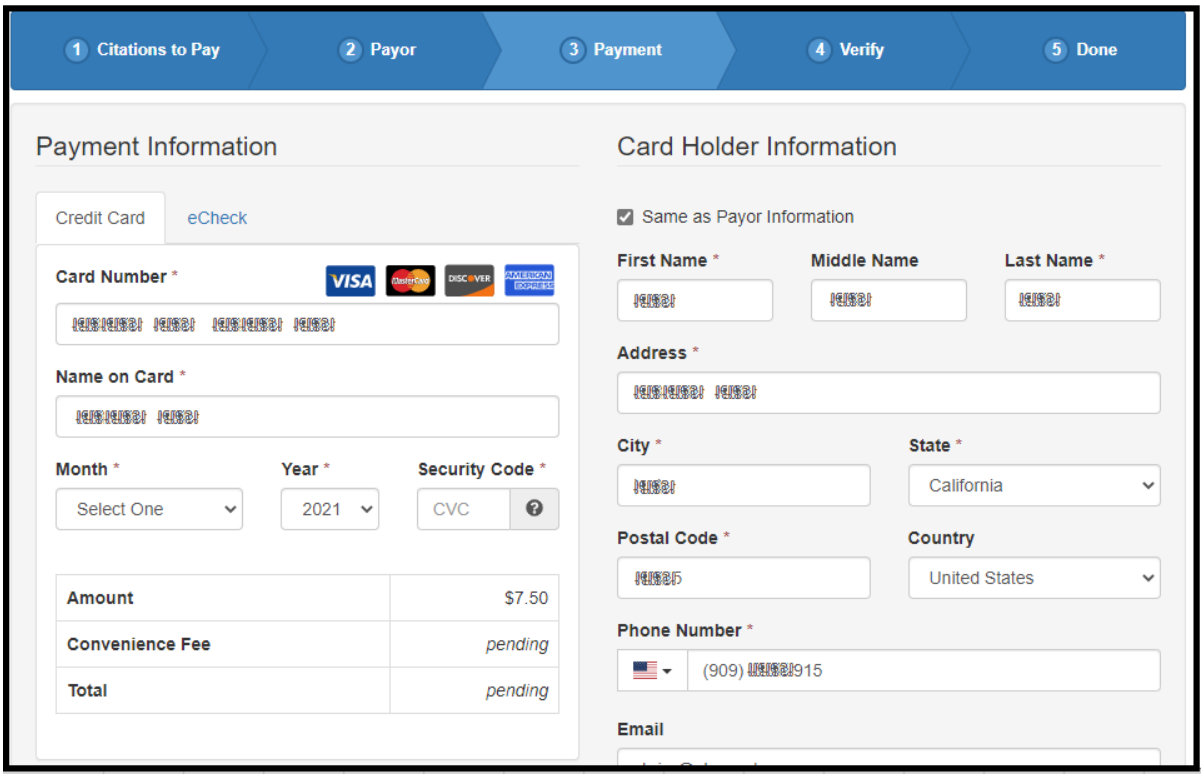
a. 


6) Click “Pay”

a. 

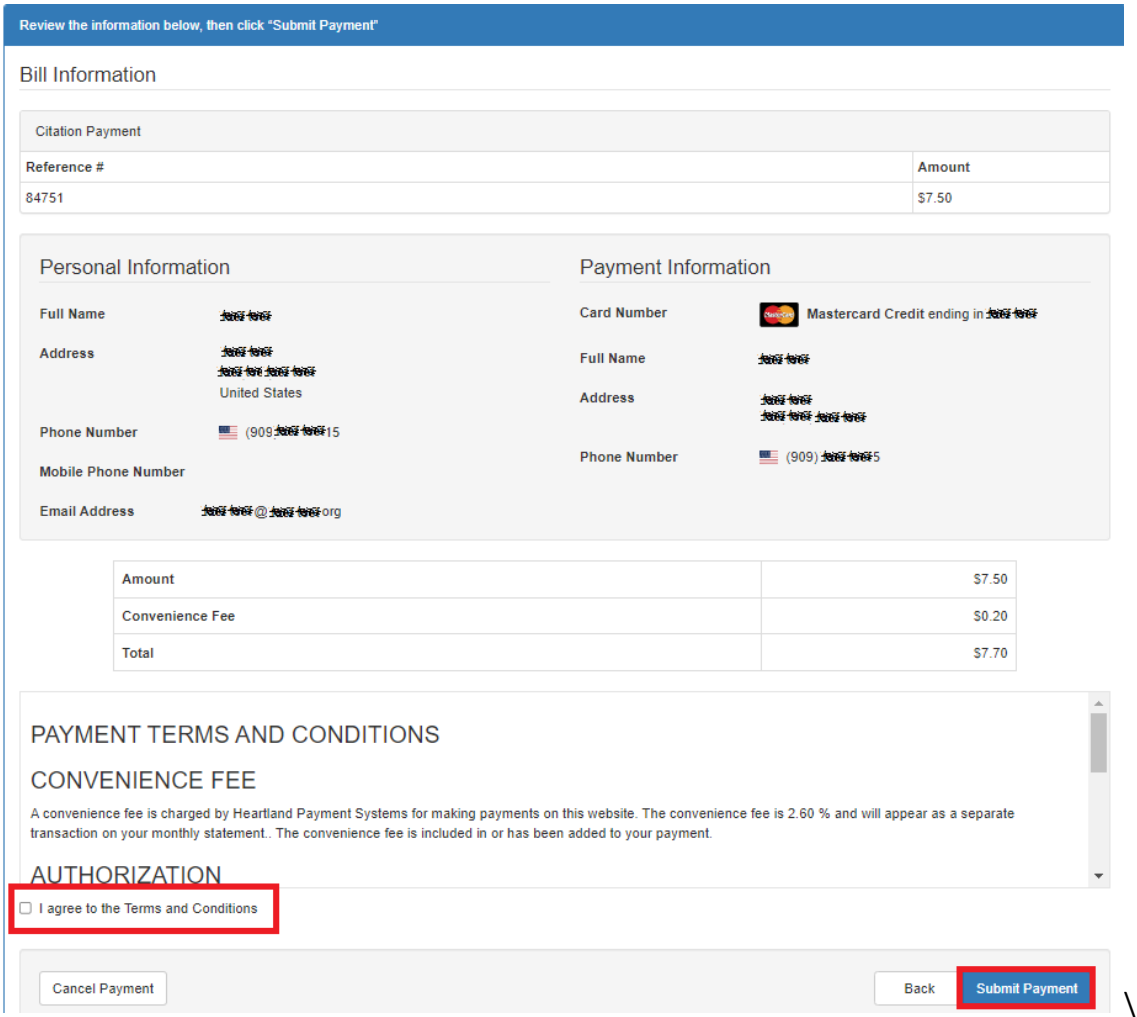

7) Fill in all fields with personal and credit card information.

a.




8) Verify information, accept the terms and click “Submit Payment”

a.




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9) An e-mail receipt will be sent once the transaction is completed.