



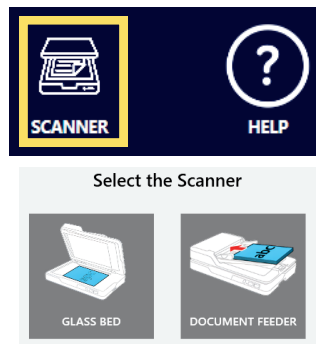
PUBLIC ACCESS KIOSK

Use this Public Access Kiosk to access eCourts applications (such as Guide & File, File & Serve, and Portal), print records, and scan documents. You may use the touchscreen feature and the keyboard to navigate the kiosk.

SCANNING

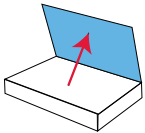
The scanner may be accessed from the touchscreen menu or from within an application.

Select the preferred scanner method. Make sure to read the instructions for your chosen scan method before clicking **Start Scan**.

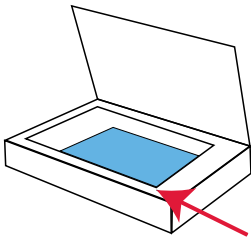


Glass Bed

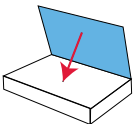
1. Open the scanner cover.



2. Place your original **face down** on the scanner glass with the top edge facing as shown. Slide the original to the edges of the indicated corner.*



3. Close the scanner cover gently.



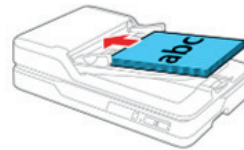
4. Click **Start Scan**.

START SCAN

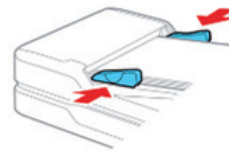
*Note: The glass bed can only scan one page at a time.

Document Feeder

1. Insert the originals into the document feeder faceup and top-edge first.[#]



2. Slide the edge guides against the originals, but not too tightly.



3. Click **Start Scan**.

START SCAN

[#] Note: The document feeder only reads the faceup side of the document.

Need more help?

Click **HELP** in the lower-right corner to access videos.



VIDEO PLAYLIST

- Introduction and Overview
- Elevated Access
- Smart Search
- Search Hearings
- Make Payments
- Judgement Search

See reverse side for
printing instructions

