



## Quick Start Guide to Purchasing Documents on eCourt Kokua

As of 02/10/17 lm/vk

1. Login to eCourt Kokua and search for the case you wish to purchase documents from.
2. Once you find the case, scroll down to the Dockets section near the bottom of the page.
3. Click on the associated PDF icon in the docket list to add the document to your shopping cart.
4. Select to purchase either a regular copy or a certified copy of the document. Please note that at the time of this quick-start guide (Feb 2017) an uncertified document cost \$3.00 and a certified document cost \$5.00.
5. Click the View/Purchase Documents tab at the top of the screen.
6. Go to the New Documents section near the bottom of the page and enter your name, email address and phone number. Do NOT change the Purchasing ID. After entering your information, click the "Purchase" button at the bottom of the page.
7. Enter your credit card information and click "Continue". After approving the purchase you will return to the purchase page which displays the list of documents with their PDF icons.
8. Click the PDF icon to download the selected document.
9. Documents previously purchased can be download for two **(2) days** from the date of purchase. To access previously purchased documents, enter the Purchase ID and the email associated with the purchase to get a list the documents with their PDF icons. Click the PDF icon to download the document.
10. For detailed instructions, please refer to the "Purchase Documents on eCourt Kokua" manual.