

CourtNet Criminal Record Report Instructions

The following directions presume you have NOT yet registered for this site. Start by clicking on this link:

<http://kcoj.kycourts.net/PublicMenu/?redirect=https://kcoj.kycourts.net/RecordRequest/Default.aspx>

Public Menu

Login

Register

View Employment Opportunities

1. [Register](#)
2. [One-Time Record Request](#)
3. Select one option below that best describes your service need:
 - [I need a background check for me or another individual and will pick it up online.](#)
4. Complete the registration once you receive the verification email.
5. Login with new login information.
6. Once logged in, choose [Create New Record Request](#).
7. Request Type Information Section
 - a. [Category- Individual](#)
 - b. [Reason-Other](#)
8. Person You Would Like To Request A Record On Section
 - a. [Manual Entry](#)
 - b. [Add to Batch](#)
 - c. [Submit Request](#)
9. You should receive the message "Request has been saved successfully!"
10. This will bring you to the following screen:

| BATCH ID | DATE REQUESTED | REQUESTS | DAY(S) REMAINING | STATUS |
|----------|---------------------|----------|------------------|----------------|
| | 12/04/2015 01:35 PM | 1 | n/a | Pay Now |

11. Choose **"Pay Now"**. This will take you to a different site for payment. **Payment can be done by credit care, personal check, or business check.**
 - a. **THE FEE IS 20.00 + 2.00 SERVICE FEE.**
12. Choose **"Continue"** at the end of the payment page.
 - a. To check the status of your report at any time go to this link:
<https://kcoj.kycourts.net/RecordRequest/Default.aspx>
 - b. "Pay Now" will turn to "Processing" then to "Complete".
 - c. After you receive credit card confirmation please allow 24 hours for "Pay Now" status to change to "Processing" or "Complete"
 - d. **Once the STATUS of your Batch is "Complete", click the link to view the results of the record request.**
 - e. **Please forward this report to Career Exploration as you did the other documents.**
13. Note some of the following messages from this site:
 - a. Completed batches will be deleted after 30 days. After 30 days you must submit a new request.
 - b. After you receive credit card confirmation please allow 24 hours for "Pay Now" status to change to "Processing" or "Complete".