



YAKIMA COUNTY CLERK

OFFICE OF COUNTY CLERK & EX-OFFICIO CLERK OF SUPERIOR COURT

Tracey M. Slagle, COUNTY CLERK

128 NORTH SECOND STREET, ROOM 323

YAKIMA WA 98901

Odyssey Portal Registration

~Overview~

Last updated: January 2020

Welcome to Yakima County Superior Court Portal Registration. By completing this process, you will have access to documents in **Yakima County Superior Court non-confidential cases**. *Documents in confidential case types will be available to the attorney of record.*

How to apply to access:

- ✓ The head of the firm/agency must complete and sign the:
 - Initial/New Registration Form

In addition, each user you sign up must sign a:

 - Confidentiality Agreement (*one form for each user*)
- ✓ **Each user** who intends to use Odyssey Portal or the information obtained from Odyssey Portal **must be identified** on the Initial/New Registration Form.
- ✓ **Each user** will need to review and sign a **Confidentiality Form**.
- ✓ Payment for the annual fee is **by business check only**.
- ✓ Users cannot share accounts and/or passwords
- ✓ Submit:
 - Original Initial/New Registration Form
 - Original Confidentiality form(s) **for each user listed** on the registration form
 - Annual fee to:

Odyssey Portal Manager
Yakima County Clerk
128 N. 2nd St. Room 323
Yakima, WA 98901
- ✓ **Please allow two weeks for your access to be processed.** If your access is approved, you will receive an email with a link to setup a password. Your user name will be the email address you supplied on the Master Registration Form.

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Annual Fee:

The annual subscription fee for remote electronic access to Yakima County Superior Court documents will be based on a tiered pricing structure and will be specifically tied to the individual or size of the company, firm or division. The annual subscription fee will cover each and all employees/individuals employed by the company, firm or division. Future annual fees will be due annually on the 1st of the month following initial application date (i.e. if you applied May 16, 2019 the next annual fee is due June 1, 2020).

<u>Company/Firm/Division Size</u>	<u>Annual Fee</u>
1-3 Individuals/employees	\$100.00
4-6 Individuals/employees	\$250.00
7-10 Individual/employees	\$500.00
More than 10 Individuals/employees	\$600.00

Adding or Deleting Portal Users

(Use for existing Portal account/firm/agency/individual users.)

- ✓ Complete the **Modify Registration Form** adding or deleting users and mail/deliver the original to the Yakima County Clerk.
- ✓ **Each new user** will need to review and sign the **Confidentiality Form**.
- ✓ This form may be used to modify the email or phone information for existing users.
- ✓ Submit:
 - Original Modify Registration Form
 - Original Confidentiality form *(one for **each NEW user listed** on the Modify Registration form)*
 - Submit to:

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 Yakima, WA 98901

Questions: Contact the Odyssey Portal Manager at (509) 574-1458.