



# Yakima County Clerk

Office of County Clerk & Ex-Officio Clerk of Superior Court

**Billie Maggard**, County Clerk

128 North Second Street, Room 323

Yakima WA 98901

## Confidentiality Agreement for Access to the Odyssey Portal

*Revision Date: March 2024*

As part of my job duties, I require access to the Odyssey Portal for the **Yakima County Superior Court**. The Portal may contain both public and confidential information from court cases that I will have access to as an employee of my agency or the attorney-of record.

By signing this statement, I affirm my understanding of my responsibilities and agree to the following:

1. I understand that the court case files and documents in Portal contain confidential, as well as public, information.
2. I understand that I may access, read or handle confidential information to the extent required in, and for the purpose of, performing my assigned duties as an employee of my agency or as an officer of the court.
3. I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any confidential information obtained from Portal while I am the attorney-of record, in the course of my employment with the Court, or as an officer of the court.
  - a. I may divulge confidential information to judicial officers, authorized court employees, and authorized employees of my agency as necessary to perform my job duties.
  - b. I may divulge confidential information to others only if specifically authorized to do so by statute, court rule, judicial policy, or court order.
  - c. After I leave the employment of my agency, I may not divulge confidential information obtained during the course of my employment.
4. I agree to consult the County Superior court Judge or the Court Clerk on any questions I may have concerning whether certain information may be disclosed.
5. I understand that a breach of confidentiality may be grounds for termination of my Portal access, disciplinary or legal action, and possible termination of employment.

6. I agree that once I withdraw from a case, I will no longer have the same access to the case information and documents as I did as the attorney-of-record.
7. I agree to notify the Presiding Judge, or the Court Administrator, or the Court Clerk of the above-named court should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Name of Employer or Law Office

***Authorization of Access to the Odyssey Portal***

\_\_\_\_\_ is authorized for access to the Odyssey Portal for this court.

\_\_\_\_\_  
**Billie Maggard, Yakima County Clerk**

\_\_\_\_\_  
Date