



# 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

## ***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:*

  - Confidentially 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. 2<sup>nd</sup> 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 username 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.*

<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:

Odyssey Portal Manager  
Yakima County Clerk  
128 N. 2<sup>nd</sup> St. Room 323  
Yakima, WA 98901

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

*I need to be notified as soon as feasible when employees leave your firm so I can remove their access to the Portal.*