

WAHIAKUM COUNTY SUPERIOR COURT OF THE STATE OF WASHINGTON

Kay M. Holland
County Clerk and
Clerk of Superior Court



Karen Cole
Chief Deputy Clerk

Jess Reddon
Deputy Clerk

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Wahkiakum County Clerk Portal Registration

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

How to apply for access:

- The head of the firm/agency must sign the Master Registration Form.
- Master Registration Form must be fully completed and the original mailed/delivered to the Wahkiakum County Clerk.
- Users cannot share accounts and/or passwords.
- Each user who intends to use Odyssey Portal or the information obtained from Odyssey Portal must be identified on the Master Registration Form.
- Each user will need to review and sign the Confidentiality form. An original Confidentiality form for each user must be mailed/delivered to the Wahkiakum County Clerk with the Master Registration Form.
- Submit the forms and payment by either email to superiorcourt@co.wahkiakum.wa.us or by mail to PO BOX 157, Cathlamet, WA 98612. If sending your registration by email, you may pay the annual fee online via the following link: <https://client.pointandpay.net/web/WahkiakumSCC> (please include your payment confirmation # when emailing your forms).
- 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 is the email address you supplied on the Master Registration Form.
- For Renewals submit the Master Registration Form, Confidentiality forms for each user listed on the Master Registration Form and the annual fee before December 31, 2021 for uninterrupted access.

Annual Fee:

The annual subscription fee for remote electronic access to Wahkiakum 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. The Annual fee will be due yearly on the 1st of January.

<u>Company/Firm/Division Size</u>	<u>Annual Fee</u>
1-3 total employees of the firm	\$100.00
4-6 total employees of the firm	\$250.00
7-10 total employees of the firm	\$500.00
11-20 total employees of the firm	\$600.00
21+ total employees of the firm	\$900.00

Adding or Deleting Portal Users:

- Complete Modify Master Registration Form, adding or deleting users, and mail/deliver the original to the Wahkiakum County Clerk.
- Each new user will need to review and sign the Confidentiality Form. The original Confidentiality Form for each new user must be mailed/delivered to the Wahkiakum County Clerk with the Modify Master Registration Form.

Questions?

Contact Wahkiakum Clerk's Office at superiorcourt@co.wahkiakum.wa.us or at (360) 795-3558