

WAHIAKUM COUNTY SUPERIOR COURT OF THE STATE OF WASHINGTON

Jess Reddon
County Clerk and
Ex Officio Clerk of Superior Court



Wahkiakum County Odyssey Portal Registration

By registering for Odyssey Portal in Wahkiakum County, you will have access to publicly accessible records in Wahkiakum County Superior Court. These records include Criminal, Civil, Domestic, Probate/Guardianship. Additionally, attorneys of record are eligible for elevated access to confidential court records upon filing a Notice of Appearance in each case.

Annual Fee:

The annual subscription fee for access to Wahkiakum County Superior Court is based on a tiered pricing structure and is specifically tied to the individual or size of the company, firm or division, not just the individuals registering. The registration fees are as follows:

<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

How to Register:

- Complete the Master Registration Form in full, signed by the head of the firm/agency, and list all users who will access the Odyssey Portal.
 - **Account and password sharing is prohibited.**
- Each user listed on the registration form must review and sign the Confidentiality Agreement Form.
- The Fee payment and both the Master Registration and Confidentiality Agreements forms need to be submitted to the Wahkiakum Clerk's Office.
 - The Clerk's Office does allow electronic submission of the forms, they can be emailed to: superiorcourt@co.wahkiakum.wa.us and payment can be completed online here: <https://public.pointandpay.net/collect/partner/WahkiakumSCC>.
- If approved, each user will receive an email to set up a password; usernames will be the email address listed on the Master Registration Form.

Renewing Access:

For renewals, submit the Master Registration Form, Confidentiality Forms for each user, and the annual fee by December 31 to avoid interruption of access.

Adding or Removing Portal Users:

- Complete Modify Master Registration Form, adding or deleting users.
- 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.