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## Overview

Since November 2, 2015, Thurston, Franklin and Yakima County has joined Lewis County in the implementation of a new Superior Court case management system known as Odyssey. As part of the implementation, access to public court records will be provided online via the Odyssey Portal. The Odyssey Portal also provides access to case documents with authorization from and a fee collected by the County Clerks. Court records presented by the Odyssey Portal is limited to cases filed in the Superior Courts and County Clerk's offices using the new Odyssey case management system.

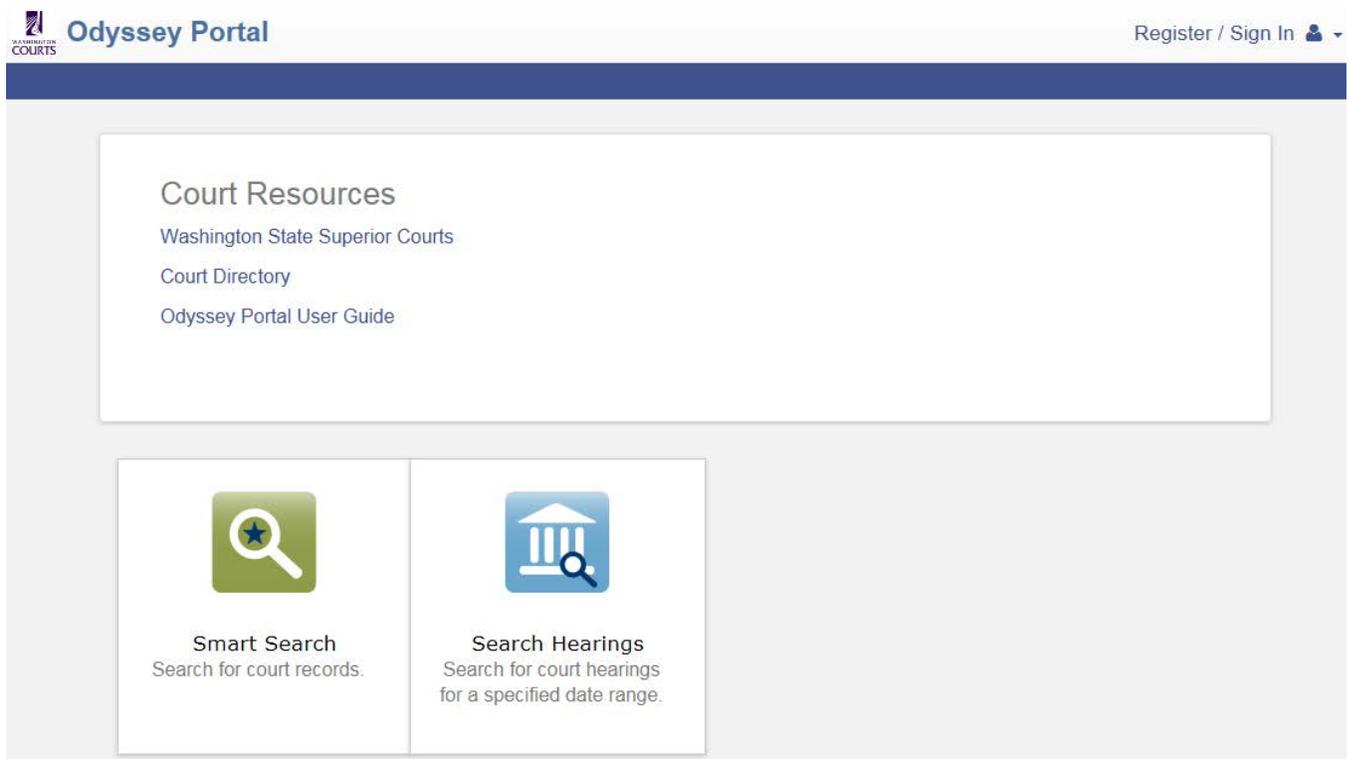
For questions about Odyssey Portal please contact: [SCCMSProject@courts.wa.gov](mailto:SCCMSProject@courts.wa.gov)

## Section 1: Accessing Odyssey Portal

1. To access the portal, click the link below or open an Internet browser and go the provided URL:

<https://odysseyportal.courts.wa.gov/odyportal>

2. The Portal home screen will display, as shown below:



3. From the home page, you may begin using the Portal to access public case information. Registration is not required to use the Portal for public users.

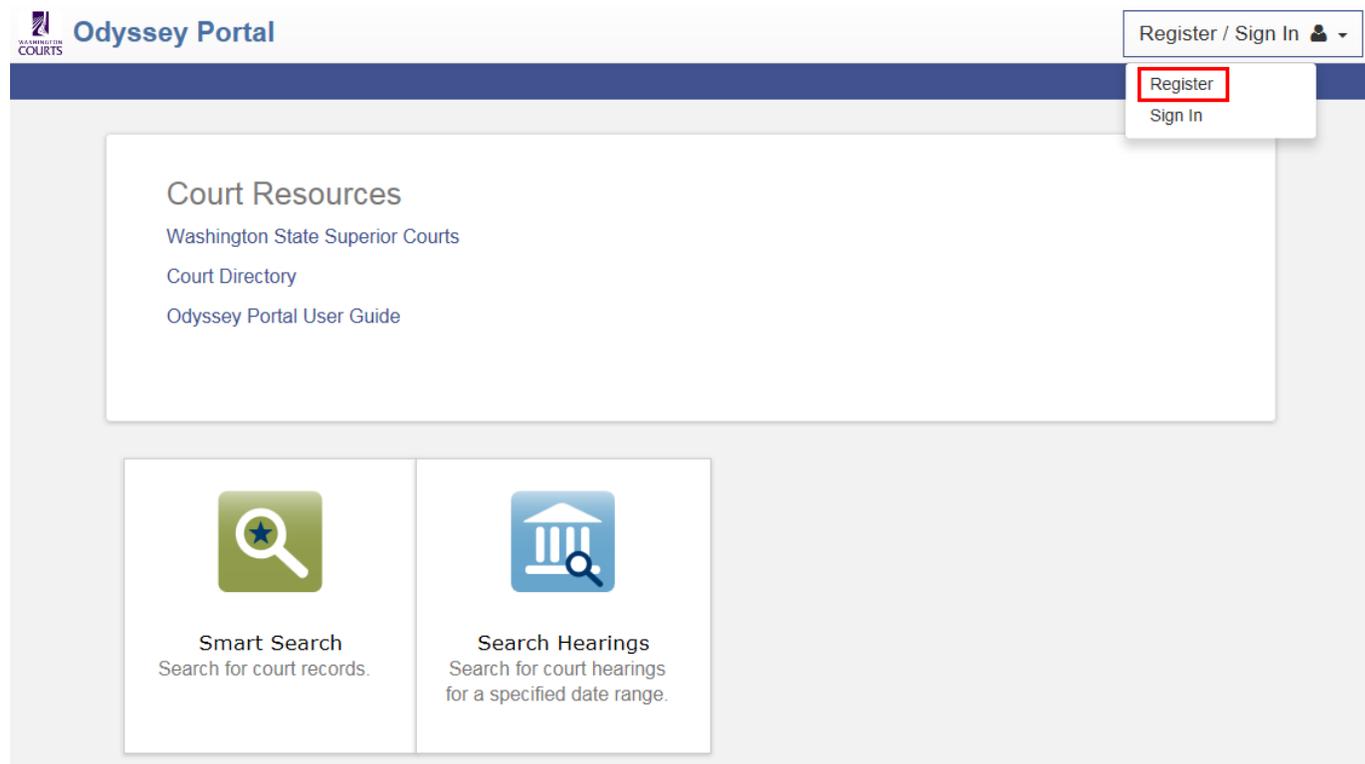
*Note: Access to court records is defined by federal law, state law, court rule, court order, and/or case law. For more information about access to court records, go to <http://www.courts.wa.gov/newsinfo/index.cfm?fa=newsinfo.displayContent&theFile=content/accessToCourtRecords>.*

*As of November 2, 2015, only case data from Lewis, Franklin, Thurston, and Yakima Superior Court will be available via the Odyssey Portal. More data will become available as other counties implement the new case management system.*

## Section 2: Odyssey Portal Registration

Odyssey Portal provides a facility that allows county officials, justice partners (i.e., attorneys, corrections, service providers) and local law enforcement access to court records and documents via authorized and protected user accounts.

1. To register for an account, click on the **Register / Sign In** button from the top right menu and select **Register** from the drop-down.



*Note: The registration process is a two-part process. The first part of the process, described in Section 2 of this user guide, is to contact your local court clerk.*

- After selecting **Register**, you will be routed to a page with Court Directory Links. Find your local court clerk and contact them. The Clerk will supply you with information regarding additional steps, e.g. Portal Fee or Confidentiality Waiver.



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- Forms
- Court Directory
- Opinions
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Courts Home > Judicial Information System > SC-CMS



Making Modern Case Management Technology Available to Washington's Superior Courts & County Clerks

- Project Information
- Implementation Map
- Learn More
- Odyssey Portal

## Elevated Access to the Odyssey Portal

Elevated access to the Odyssey Portal is authorized through the County Clerk. Please contact your respective County Clerk's Office to request such access.

County	Contact Name	Contact Information	Clerk's Website
Franklin	Mike Killian	<a href="mailto:mkillian@co.franklin.wa.us">mkillian@co.franklin.wa.us</a>	<a href="http://www.co.franklin.wa.us/clerk/">http://www.co.franklin.wa.us/clerk/</a>
Lewis	Lisa Conzatti	<a href="mailto:lisa.conzatti@lewiscountywa.gov">lisa.conzatti@lewiscountywa.gov</a>	<a href="http://lewiscountywa.gov/clerk">http://lewiscountywa.gov/clerk</a>
Thurston	Tawni Sharp	<a href="mailto:sharp@co.thurston.wa.us">sharp@co.thurston.wa.us</a>	<a href="http://www.co.thurston.wa.us/clerk/">http://www.co.thurston.wa.us/clerk/</a>
Yakima	Valerie Knott	<a href="mailto:valerie.knott@co.yakima.wa.us">valerie.knott@co.yakima.wa.us</a>	<a href="http://www.yakimacounty.us/154/Clerk-of-Superior-Court">http://www.yakimacounty.us/154/Clerk-of-Superior-Court</a>

[Washington State Superior Courts](#)

[Court Directory](#)

### Contact Us

SC CMS Project Team  
 Administrative Office of the Courts  
 Post Office Box 41170  
 Olympia, WA 98504-1170  
[sccmsproject@courts.wa.gov](mailto:sccmsproject@courts.wa.gov)

*Note: The County Clerk will verify your identification, collect contact information and assess a fee if applicable. Once verified and payment has been made (if applicable), notification will be sent via email on the status of the request. Request for access will be processed within 3-5 business days.*

- You will receive an e-mail to confirm the registration process. The e-mail will include a link back to the Odyssey Portal which will confirm your registration and set up a password.

*Note: Link will only be valid for 10 days.*

Odysseyportal@courts.wa.gov  
to me

10/22/15 ☆

John Doe,

Your registration request has been received. Please visit the [Odyssey Portal](#) site to activate your account.

The link provided will only be valid for 10 days. You must validate the email address within those 10 days to confirm your registration.

If you have received this email in error, please disregard.

### Section 3: Completing Registration

1. The link to the Odyssey Portal included in your e-mail will route you directly to a page where you can create your password for the portal.
2. Fill in the required fields and click **Complete Registration**.



The screenshot shows a registration form titled "Registration Form". It contains the following fields:

- Password
- Confirm Password
- Select Security Question 1 (dropdown menu)
- Answer for Security Question 1
- Select Security Question 2 (dropdown menu)
- Answer for Security Question 2
- Select Security Question 3 (dropdown menu)
- Answer for Security Question 3

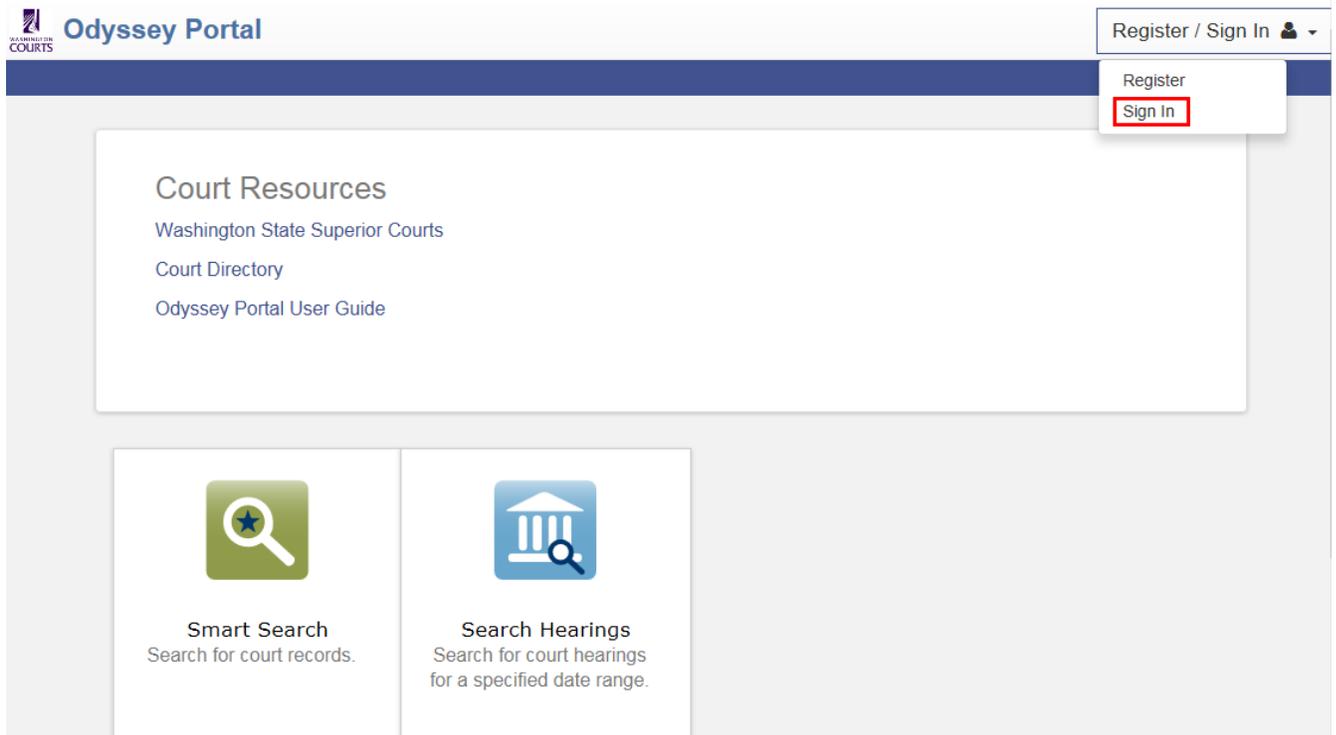
At the bottom of the form is a blue button labeled "Complete Registration".

3. A window confirming that you have successfully registered will appear. Click **Finish**.



The screenshot shows a confirmation window titled "Registration Success". The text inside the window reads: "Your account registration is complete." Below the text is a blue button labeled "Finish".

4. You have now completed registration. You will be routed back to the Odyssey Portal Home page to sign in to your account.



**Odyssey Portal**

Register / Sign In

Register  
Sign In

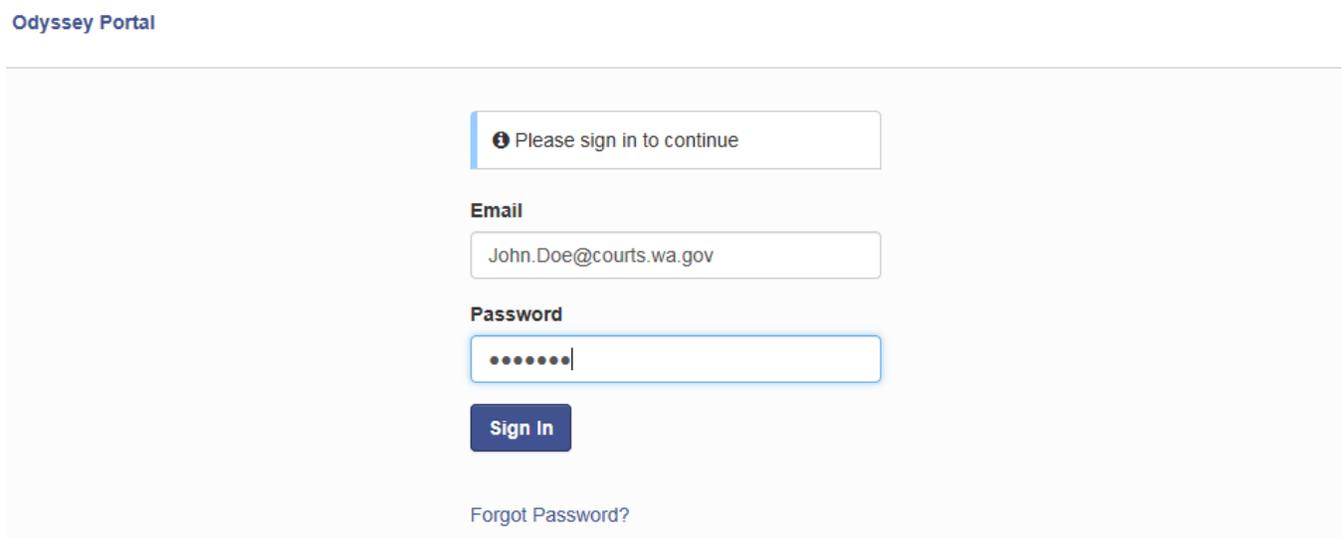
### Court Resources

Washington State Superior Courts  
Court Directory  
Odyssey Portal User Guide

**Smart Search**  
Search for court records.

**Search Hearings**  
Search for court hearings for a specified date range.

5. Sign in with your user name (the e-mail you used to sign up) and your newly created password.



**Odyssey Portal**

Please sign in to continue

**Email**  
John.Doe@courts.wa.gov

**Password**  
.....|

**Sign In**

Forgot Password?

6. You are now signed into the portal. Any user roles that the Clerk approved during the registration process have already been applied to your account.

The screenshot shows the Odyssey Portal interface. At the top left is the Washington State Courts logo and the text "Odyssey Portal". At the top right, it says "Welcome, John" next to a user profile icon. Below the header is a dark blue horizontal bar. The main content area features a white box titled "Court Resources" containing links for "Washington State Superior Courts", "Court Directory", and "Odyssey Portal User Guide". Below this are two white boxes with icons and text: "Smart Search" (magnifying glass icon) with the description "Search for court records.", and "Search Hearings" (court building icon) with the description "Search for court hearings for a specified date range."

*Note: Roles determine what can be viewed in case. If you cannot see something on a case, verify your role that you were approved for with the Clerk.*

## Section 4: Searching for Court Records

1. The home page of the Portal offers 3 windows. Use **Smart Search** to find case records or persons associated with a case record. Use the **Hearing Search** to find a specific hearing. The **Court Resources** provide links to court or county information.

### Court Resources

[Washington State Superior Courts](#)

[Court Directory](#)

[Odyssey Portal User Guide](#)



**Smart Search**  
Search for court records.



**Search Hearings**  
Search for court hearings  
for a specified date range.

- To begin searching for court records, use **Smart Search** to enter a case number or a person's name (last, first, middle).

*Note: The search will search all available Odyssey implemented counties. Court records from counties not in Odyssey will not show.*

### Court Resources

No notifications exist.



**Smart Search**  
Search for court records.



**Search Hearings**  
Search for court hearings for a specified date range.

- To search for a case, enter the case number.

### Smart Search \*Required

Search Criteria ?

\* Enter a Record Number or Name in Last, First Middle Suffix Format

Advanced Filtering Options Submit

4. If a case is found, the case will be displayed under the Search Results window.

The screenshot shows the 'Search Results' window with a 'Print' button in the top right. The main content area is titled 'Cases' and contains a table with the following columns: Case Number, File Date, Type, Status, and Location. A single row of data is visible. Below the table is a pagination control showing '1' of 1 items, '10 items per page', and navigation arrows.

Case Number	File Date	Type	Status	Location
15-1-50601-21	11/02/2015	ADL Criminal Adult	Active	Lewis

5. Click on the case number link to see the details of the case.

The screenshot shows the 'Details' window for case 15-1-50601-21. The main content area is titled 'Case Information' and displays the case number and name: '15-1-50601-21 | STATE OF WASHINGTON vs ROBERT JAMES DAVIDSON'. Below this is a table with case details. To the right is a sidebar with a 'Print' button and a list of links: 'Case Information', 'Events and Hearings', and 'Back to top'. Below the 'Case Information' section is an 'Events and Hearings' section with a list of events.

Case Number	Court	File Date
15-1-50601-21	Lewis	11/02/2015
Case Type	Case Status	
ADL Criminal Adult	Active	

11/02/2015 Information

11/02/2015 Motion for Order Determining Probable Cause

6. To search using a party name, enter the name using Last and then First name.

### Smart Search \*Required

Search Criteria ?

\* Enter a Record Number or Name in Last, First Middle Suffix Format

Advanced Filtering Options

7. If a match is found, the name will be displayed in the Search Results window.

### Party Search Results

Name	Date of Birth
▶ DAVIDSON, ROBERT	
▶ DAVIDSON, ROBERT	
▶ DAVIDSON, ROBERT A	
▶ DAVIDSON, ROBERT ARLAN	
▶ DAVIDSON, ROBERT ARLAN	XX/XX/XXXX
▶ DAVIDSON, ROBERT C	
▶ DAVIDSON, ROBERT E	
▶ DAVIDSON, ROBERT E	
▶ DAVIDSON, ROBERT JAMES	
▶ DAVIDSON, ROBERT M	

◀ ◁ 1 ▷ ▶ 10 items per page 1 - 10 of 10 items

8. Select the name to see cases associated with that party.

▼ DAVIDSON, ROBERT JAMES

Cases (1)

Case Number	File Date	Type	Status	Location
15-1-50601-21	08/03/2015	ADL Criminal Adult	Completed/Re-Completed	Lewis

◀ ◁ 1 ▷ ▶ 10 items per page

1 - 1 of 1 items

▶ DAVIDSON, ROBERT M

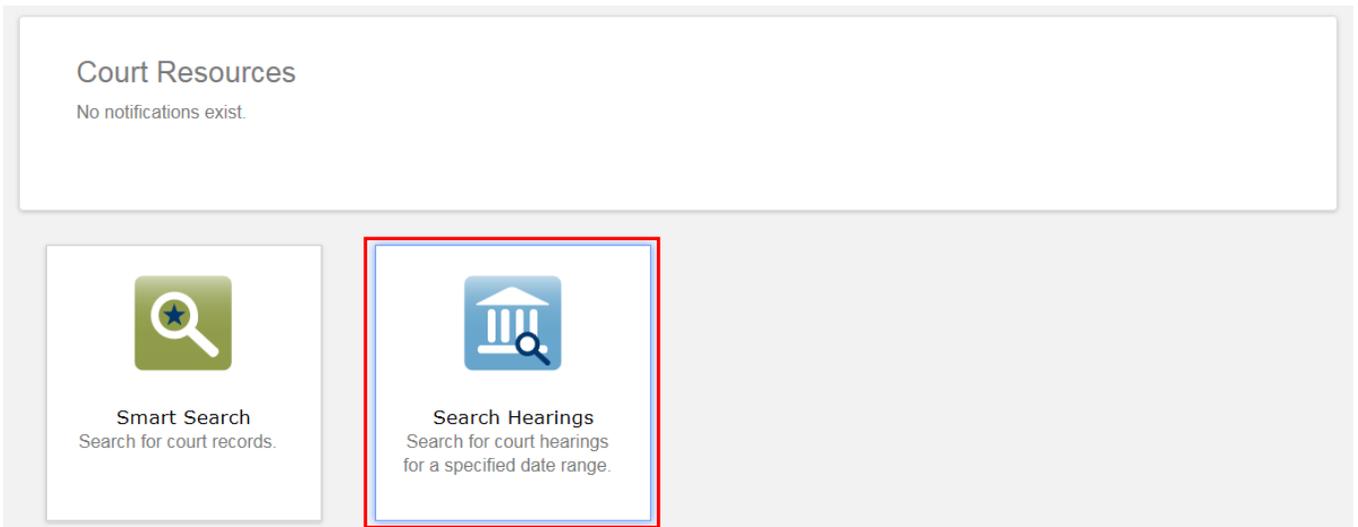
9. Click on the case number link to see the details of the case.

The screenshot shows a web interface for case details. At the top, there are three tabs: 'Smart Search' (1), 'Search Results' (2), and 'Details' (3). The 'Details' tab is active. On the left, there is a 'Case Information' section with the following data:

Case Number	Court	File Date
15-1-50601-21	Lewis	11/02/2015
Case Type	Case Status	
ADL Criminal Adult	Active	

On the right side, there is a 'Print' button and a sidebar menu with 'Case Information' and 'Events and Hearings'. Below the sidebar, there is a 'Back to top' link. At the bottom, there is an 'Events and Hearings' section with two entries: '11/02/2015 Information' and '11/02/2015 Motion for Order Determining Probable Cause'.

10. To search for a hearing or groups of hearings, use the Search Hearings window.



11. Use the drop down boxes and specify a date range to narrow your criteria.

- a. Select the **Location** that you want to search or choose to search all of the Superior Courts using Odyssey.
- b. Select the **Hearing Type** for a specific hearing type or you may search for all hearing types.
- c. Select the **Search Type** to choose how you would like to search. The Search Criteria field will change depending on your selection.

The screenshot shows the 'Search Hearings' form. At the top right, it says '\*Required'. Below the title is a section for 'Basic Search Options' with five fields, each with a dropdown arrow on the right: '\* Select Location', '\* Select Hearing Types', '\* Select Search Types', '\* Search by Criteria', and '\* Search by Date From'. To the right of the last field is another field labeled '\* Search by Date To'. At the bottom right is a blue 'Submit' button.

12. After receiving your search results, they can be filtered or rearranged by clicking on the drop down arrows. Also, the calendar icon will allow you to toggle back and forth between a calendar view and a list view of the hearings.

## Hearing Search Results

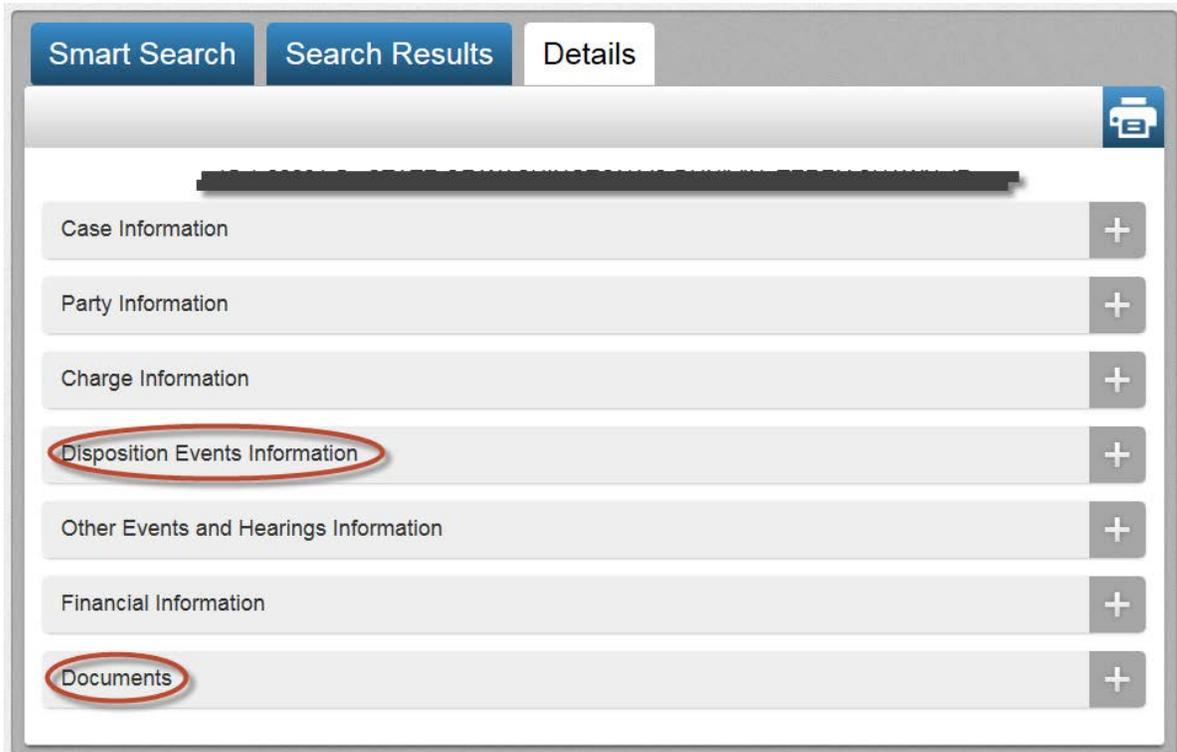


Case Number	Style / Defendant	Hearing Date	Hearing Time	Type
08-2-00703-9	JOHN L SMITH VS MARY D SMITH	03/15/2016	8:00 AM	Motions
15-1-50601-21	STATE OF WASHINGTON VS ROBERT JAM...	03/15/2016	8:00 AM	Cancelled/Rescheduled He...
15-2-60451-21	DAVID L JOHNSON VS DONNA K LEERY	03/15/2016	8:00 AM	Cancelled/Rescheduled He...

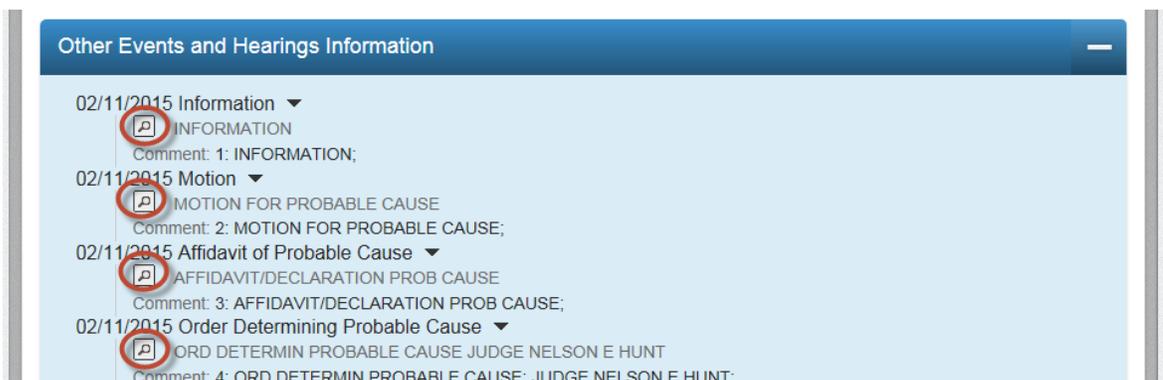
## Section 5: Viewing Public Documents

Public case related documents can be viewed through the Portal. Access to documents are provided by the County Clerks for a fee. Please consult with your County Clerks regarding public document access, fees and payment process.

1. If you are authorized to access public documents through the Portal, you will see the documents in two places when viewing a case



2. Documents can be seen in the **Other Events and Hearing Information** window. The public documents here are associated with the case events.



- Documents can also be seen in the **Documents** window. This is a listing of all the public documents associated with the case.



- Click on the **Download Document** to view the document from the Portal.

