



Superior Court Case Management Portal Registration Information

All Lewis County public court cases are available to view on Odyssey Portal at no charge. The Portal link is <https://odysseyportal.courts.wa.gov/odyportal>.

To obtain access to documents within the cases, judicial partners may complete this registration process. **These documents may not be resold to others.** Confidential case types will be available to the attorney of record. There is an annual fee for this access. The fee is dependent upon the number of employees in the office (not the number of staff registered).

APPLY FOR ACCESS

- The firm/agency administrator completes the Portal Registration and Change Form.
- **Each** potential user will review and sign the Terms and Conditions of Access agreement.
- Users will need their own accounts – accounts and/or passwords cannot be shared.
- Confidential case types are available to the attorney of record. If an assistant needs access to these cases, please provide the bar number of the attorney they primarily work with.
- Once the Portal Registration and Change form, Terms and Conditions of Access agreement, and the annual fee are submitted to the Clerk's Office (by mail or delivered), your registration information will be entered in the request queue on the Administrative Office of the Courts (AOC) website.
- Please allow two weeks for your access to be processed. If your access is approved, you will receive an email directly from AOC. You will have two days from that point to login for the first time. Your user name is the email address you supplied on the Portal Registration Form.

ANNUAL FEE

The annual subscription fee for remote electronic access to Lewis County Superior Court documents is based on a tiered pricing structure and is specifically tied to the size of the company, firm, or agency. This fee structure has been adopted by all Odyssey courts. The annual fee covers each and all employees/individuals employed by the company, firm, or agency who are registered with Lewis County. The annual fee is due yearly on the 1st day of the month following the initial application date. i.e. your firm applied January 16, 2022, the next annual fee is due February 1, 2023.

<u>Company/Firm/Division Size</u>	<u>Annual Fee</u>
1-3 individuals/employees	\$100
4-6 individuals/employees	\$250
7-10 individuals/employees	\$500
More than 10 individuals/employees	\$600

ADDING OR DELETING PORTAL USERS

- Complete the Portal Registration and Change Form and mail or deliver it to the Clerk's Office.
- Submit the Form along with a Terms and Conditions of Access agreement for each new user. The annual fee covers any additional users throughout the year.

QUESTIONS

- Contact Marni Larson at marni.larson@lewiscountywa.gov or (360) 740-1397.

