



Lewis County Clerk

Superior Court Case Management Portal Registration and Change Form

This form allows for information to be typed

Firm/Agency Name

Category: Law Firm Corrections Law Enforcement Agency MH Provider
 Media Title Company Other:

Administrator

Bar No.

Mailing Address

City

State

ZIP

Contact Phone Number

Email

Allow the following staff within my firm/agency to access and view public cases.

¹ Please provide a phone number for each person that will work for Dual Factor Authentication.

² Staff within my agency/firm allowed to access and view public cases. All staff should be linked to an attorney's bar number. This will allow staff to view confidential documents of the attorney of record.

Name	Email	Phone No. ¹	Bar No. ²

Additional Staff

Allow the following staff within my firm/agency to access and view public cases.

¹ Please provide a phone number for each person that will work for Dual Factor Authentication.

² Staff within my agency/firm allowed to access and view public cases. All staff should be linked to an attorney's bar number. This will allow staff to view confidential documents of the attorney of record.

Name	Email	Phone No. ¹	Bar No. ²

Remove the following staff within my firm/agency from access to Odyssey Portal:

Name	Email	Phone No.	Bar No.

I understand that this registration shall be renewed annually. I understand that user IDs and passwords shall not be shared and that I will notify the Lewis County Clerk within five (5) working days when I have a change in staff using the Portal Registration and Change Form.

Dated this _____ day of _____ 20_____.

Signature Head of Agency/Firm

