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## What is Odyssey Portal?

In June of 2015, Administrative Office of the Courts began to implement a new Superior Court case management system, known as Odyssey, in counties around the state of Washington. To view the Odyssey implementation schedule, please click [here](#).

Odyssey Portal is a web based application used to view Odyssey specific court records and documents. Odyssey Portal offers:

- Court records and documents filed in Superior Courts and County Clerk's offices using Odyssey's case management system
- Registered and anonymous (public) access roles customized to court employees, justice partners, and public access
- Registered users online access to public court records *and documents* (Section 2)
- Anonymous (public) users online access to public court records (Section 3)

*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, please click [here](#).

Odyssey Portal Court Resources Menu links included on the homepage:

- Odyssey Portal User Guide
- [County Clerks' Office Contacts](#)
- [Odyssey Portal Quick Reference Guide](#)
- [Odyssey Portal FAQ](#)

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

## Section 1: Accessing Odyssey Portal

Elevated access to Odyssey Portal is authorized and assigned through the County Clerk's office. Registration and document access fees are determined by each [county](#). Fees must be paid to each county with which a user registers. Registered Public Access includes online document access.

Any person may access public court records and documents from the Court Lobby in each Superior Courthouse; most Courthouses have Public Access kiosks available, any document access fees will be paid directly to the County Clerk.

Registered access to Odyssey Portal is currently limited to one county per registered email address. At this time, if a user wishes to register in multiple counties, a unique email address will need to be used for each county. In 2017, users will be able to register in multiple counties using a single email address.

1. To access Odyssey Portal, click this link: <https://odysseyportal.courts.wa.gov/odyportal>

*Note: Google Chrome is the preferred browser for viewing Odyssey Portal.*

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



## Section 2: Odyssey Portal Registration

Registration instructions are outlined below. If you have questions about the registration process, please send them to: [OdysseyPortal@courts.wa.gov](mailto:OdysseyPortal@courts.wa.gov)

1. To register, please contact the appropriate county. To view the list below online, click [here](#).

Access to the Odyssey Portal			
Access to court documents, and elevated access by specific role is authorized through the County Clerk. Please contact the respective County Clerk's Office to request access and fee information. <i>Public Access does not require registration.</i>			
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>
Snohomish	Leah Elshaug	<a href="mailto:SCLSUBSCRIPTIONS@snoco.org">SCLSUBSCRIPTIONS@snoco.org</a>	<a href="http://www.snohomishcountywa.gov/442/Electronic-Court-Records">http://www.snohomishcountywa.gov/442/Electronic-Court-Records</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>

2. Upon receipt of registration and approval by the County Clerk's office, the request will be forwarded to AOC for processing.
3. Once a user's request has been processed, the user will receive an e-mail notification from [odysseyportal@courts.wa.gov](mailto:odysseyportal@courts.wa.gov) containing the link to Odyssey Portal, which will confirm the registration and require the user to set up security questions and a password. (This link is valid for 48 hours.)

### Completing Registration

1. Fill in the required fields and click **Complete Registration**. Passwords must be at least 8 characters including at least 1 special character, 1 capital letter, and 1 number.

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

3. Registration is now complete. The page will reroute to Odyssey Portal's homepage to sign in.



4. Enter your User Name (registered email address) and newly created password.



The screenshot shows the 'Odyssey Portal - Washington Courts Online Case Search' sign-in page. It features a blue header with the Washington Courts logo. Below the header is a 'Sign In' box with two input fields: 'User name' and 'Password'. At the bottom of the box are two buttons: 'Sign In' (blue) and 'Forgot Password' (orange).

5. Welcome to Odyssey Portal. Elevated access approved by the County Clerk during the registration process has been applied to the account.



The screenshot shows the Odyssey Portal home page. At the top right, a red box highlights a 'Welcome, Elaine' notification. The main content area is titled 'Court Resources' and includes links for 'Odyssey Portal User Guide' and 'County Clerks' Office Contacts'. Below this is a notice about system unavailability. Three search options are displayed: 'Smart Search' (for court records), 'Search Hearings' (for a specified date range), and another 'Search Hearings' option.

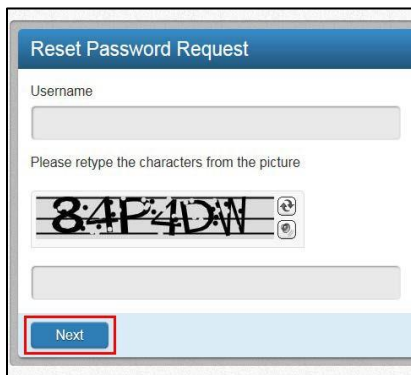
## Resetting Password

1. From the Odyssey Portal home page, click **Sign In** (top right).
2. Once the Sign In box appears, click **Forgot Password**.



This screenshot is identical to the one above, showing the 'Sign In' page. A red box highlights the 'Forgot Password' button.

3. From the **Reset Password Request** page, enter your e-mail address as the Username, enter the CAPTCHA characters, click **Next**.



The screenshot shows the 'Reset Password Request' page. It has a blue header. Below it is a 'Username' input field. A CAPTCHA section follows, with the instruction 'Please retype the characters from the picture' and a box containing the characters '84P4DW'. Below the CAPTCHA is another input field. At the bottom left, a red box highlights the 'Next' button.

This will send an automated email to reset the password. If 'account locked' notification displays, please email: [odysseyportal@courts.wa.gov](mailto:odysseyportal@courts.wa.gov)

### Section 3: Anonymous Portal Access

Anonymous, or public, access to Odyssey Portal allows access to public records for Superior Court cases which are not confidential or sealed. Only case information will be displayed; **no documents can be viewed with this access role.**

Any person may access public court records and documents from the Court Lobby in each Superior Courthouse; most Courthouses have Public Access kiosks available, any document access fees will be paid directly to the County Clerk.

1. To access Odyssey Portal, click the link below: <https://odysseyportal.courts.wa.gov/odyportal>

*Note: Google Chrome is the recommended Internet browser for Odyssey Portal.*

2. The Portal homepage will display, as shown below:





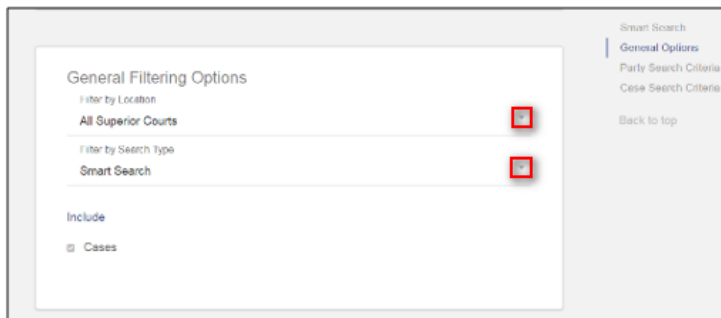
From the homepage, you may begin using the Portal to access public case information.

### Section 4: Searching for Court Records

- Use **Smart Search** to find court records or persons associated with a court record.
- Use **Search Hearings** to find a specific hearing, see Section 6 for more information.

The **General Filtering Options** window provides two additional filter types to narrow Odyssey Portal search results.

1. The **Filter by Location**  narrows results by Superior Court location
2. The **Filter by Search Type**  broadens or specifies search criteria beyond a case number or name.



**NOTE:** Anonymous Access Smart Search requires the user to complete a CAPTCHA screen before search results are returned. CAPTCHA screens are not required for Registered Users.

Smart Search \*Required

Search Criteria ?

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

Please retype the characters below

**Y4VW6T**

\* Captcha Code

Advanced Filtering Options - Submit

The **Wildcard** feature allows you to search for incomplete names and case numbers in the system. To use the Wildcard feature, type a portion of a name or case number, and then type an asterisk (\*) at the end. For example, searching a partial last name of “Slat\*” yields results such as “Slate” and “Slatt,” “Slattery,” etc..

**NOTE:** There is a minimum of one character in a first name, three characters in a last name, and four characters in a case number to use the Wildcard feature. When looking for a name which contains a space, hyphen (-), or other separator you might need to conduct more than one search. For instance, if you are searching for the last name of Smith but are unsure of the spelling, you should search twice – once with Smith and another with Smyth. Same for similar separator situations.

### Smart Search

1. To access **Smart Search**, click the **Smart Search** portlet icon on the **Odyssey Portal – Washington Courts Online Records Search** webpage <https://odysseyportal.courts.wa.gov/odyportal>.
2. In **Smart Search**, type a case number or a party name.
  - a. Party names must be in Last, First sequence
  - b. For advanced filtering options, click **Advanced Filtering Options** (see Section 5) for more information.
  - c. For help information regarding searches, click the ? icon.
3. Click **Submit**.
4. In the search results, click a case number to view the court record.



Case Number	File Date	Type	Status	Location
15-1-00021-21	11/02/2015	ADL Criminal Adult	Active	Lewis

1 - 1 of 1 items

**Case Information**

15-1-00021-21 | STATE OF WASHINGTON vs. ROBERT JAMES DAVIDSON

Case Number	Court	File Date
15-1-00021-21	Lewis	11/02/2015
Case Type	Case Status	
ADL Criminal Adult	Active	

Print

Case Information  
Events and Hearings

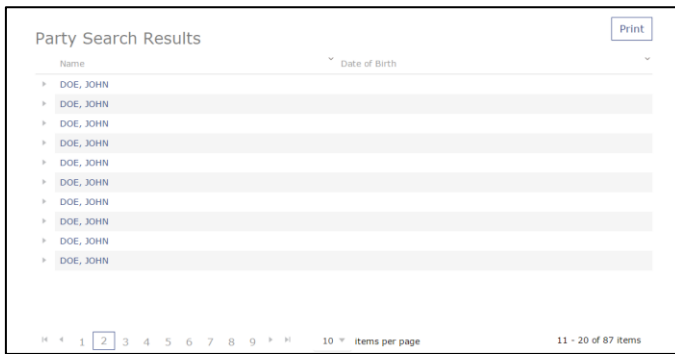
Back to top

**Events and Hearings**

11/02/2015 Information

11/02/2015 Motion for Order Determining Probable Cause

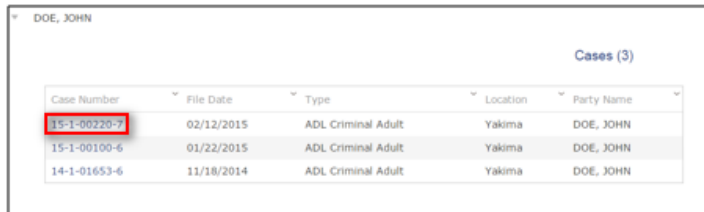
- If a name is found, the name will be displayed in the Search Results window.



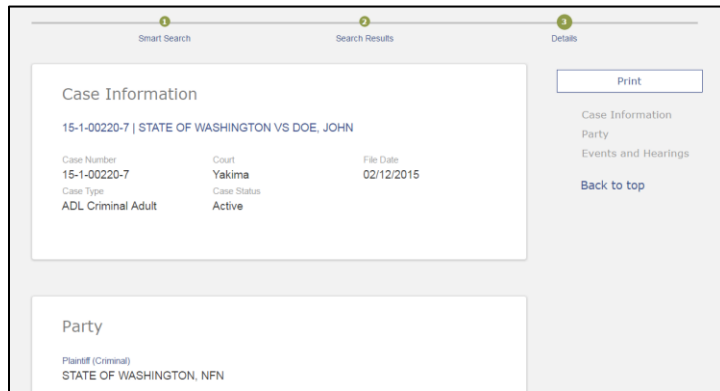
- To view case numbers, click the dropdown (carrot) to the left of the party name, cases associated with the name or party will appear. Click **"Cases"** to display list of associated case numbers.



- To see specific case details, click case number link.



- Case Information display.



## Section 5: Advanced Search Options

The Odyssey Portal includes **Advanced Filtering Options** at the bottom of the Smart Search window. **Advanced Filtering Options**

**Smart Search** allows users to refine their search parameters through **Advanced Filtering Options**. Providing more information through Advanced Filtering Options will narrow your search results.

- Select **Advanced Filtering Options**. The page will expand with additional menus. To access a specific filtering option, click to the left and select, or scroll to the desired menu.

Smart Search \*Required

Search Criteria ?

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

Advanced Filtering Options - Submit

Filtering options include:

3. Court Location
4. Search Type
  1. Attorney Bar Number
  2. Attorney Name
  3. Business Name
  4. Case Cross-Reference Number
  5. Case Number
  6. Citation Number
  7. Judicial Officer
  8. Nickname
  9. Party Name
5. Cases and Judgments
6. Filed Date

**Advanced Filtering Options** ▾

General Filtering Options

Filter by Location  
All Locations

Filter by Search Type  
Smart Search

Include

Cases

Judgments

2. The **Party Search Criteria** quick link takes user to the **'Additional Party Search Filters'** window. These filters narrow search results using various personal identifiers.

Smart Search  
General Options  
**Party Search Criteria**  
Case Search Criteria  
Back to top

Additional Party Search Filters

Search by

Party Name       Business Name

Nickname

Filter by FBI Number

Filter by SO Number

Filter by Booking Number

3. The **Case Search Criteria** quick link takes user to the **'Search Cases'** window, these filters narrow search results using case specific information.

Smart Search  
General Options  
Party Search Criteria  
**Case Search Criteria**  
Back to top

Search Cases

Filter by Case Type

Filter by Case Status

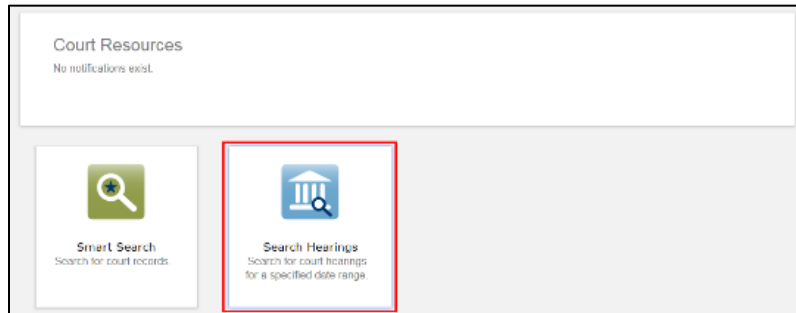
Filter by File Date Start       Filter by File Date End

Filter by Judicial Officer

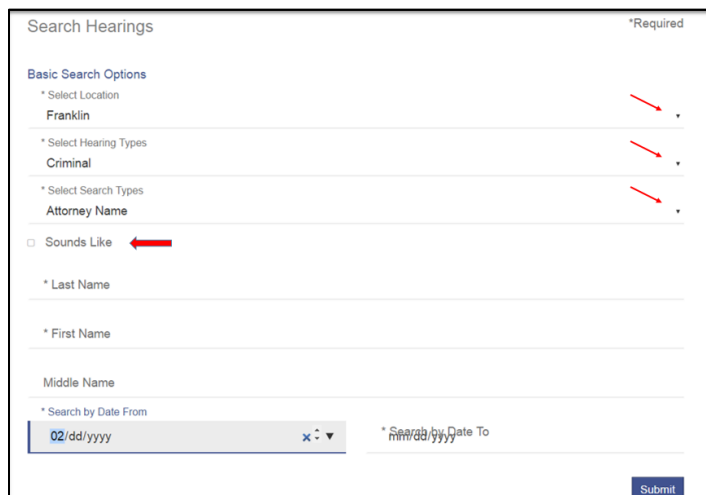


## Section 6: Hearings Search

1. To search for a hearing or groups of hearings, use the **Search Hearings** portlet.



2. Use the drop-down boxes and specify a date range to narrow the criteria.
- Select the **Location** that you want to search or choose to search all of the Superior Courts using Odyssey.
  - Select the **Hearing Type** for a specific hearing type or you may search for all hearing types.
  - Select the **Search Type** to choose how you would like to search. The Search Criteria field will change depending on your selection.



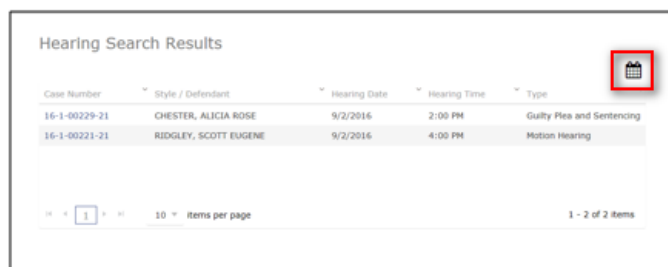
The screenshot shows the 'Search Hearings' form with the following fields and options:

- Basic Search Options** (marked as \*Required)
- \* Select Location: Franklin (dropdown menu with a red arrow pointing to the dropdown arrow)
- \* Select Hearing Types: Criminal (dropdown menu with a red arrow pointing to the dropdown arrow)
- \* Select Search Types: Attorney Name (dropdown menu with a red arrow pointing to the dropdown arrow)
- Sounds Like (checkbox with a red arrow pointing to it)
- \* Last Name: (text input field)
- \* First Name: (text input field)
- Middle Name: (text input field)
- \* Search by Date From: 02/dd/yyyy (text input field with a clear button and dropdown arrow)
- \* Search by Date To: mm/dd/yyyy (text input field)
- Submit button

3. **Soundex** – The Soundex feature allows you to search for proper names, including business names that sound similar. To use the Soundex feature, select the “**Sounds Like**” check box when entering the search information. (See red arrow in step 2 above). For example, if you are unsure of the spelling of the last name, enter the first name and as much as you know to be correct of the last name.

**NOTE:** You cannot use the Wildcard feature and the Soundex feature at the same time. **Names are not case sensitive.** You can enter first, middle, and last names in uppercase, lowercase, or a combination of both. The search results are the same.

4. Search results may be filtered or rearranged by clicking on the drop-down arrows.




The screenshot shows the 'Hearing Search Results' table with the following data:

Case Number	Style / Defendant	Hearing Date	Hearing Time	Type
16-1-00229-21	CHESTER, ALICIA ROSE	9/2/2016	2:00 PM	Guilty Plea and Sentencing
16-1-00221-21	RIDGLEY, SCOTT ENGINE	9/2/2016	4:00 PM	Motion Hearing

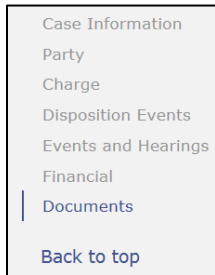
At the bottom of the table, there is a pagination control showing '1' of 2 items, '10' items per page, and a '1 - 2 of 2 items' indicator. A red box highlights a calendar icon in the top right corner of the results area.

The calendar icon will allow you to toggle back and forth between a calendar view and a list view of the hearings.

 Returns to calendar view.

### Section 7: Viewing Public Documents - **Registered Users Only**

**Registered Users** with access to public documents through Odyssey Portal can see documents by clicking 'Documents' on the right side navigation menu.



1. A list of public documents associated with the case can be seen in the **Documents** window.



2. Click on **View Document** to display the “.tif” file.

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