Odyssey Portal User Guide

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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

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

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. *Public Access does not require registration.*

County	Contact Name	Contact Information	Clerk's Website
Franklin	Mike Killian	mkillian@co.franklin.wa.us	http://www.co.franklin.wa.us/clerk/
Lewis	Lisa Conzatti	lisa.conzatti@lewiscountywa.gov	http://lewiscountywa.gov/clerk
Snohomish	Leah Elshaug	SCLSUBSCRIPTIONS@snoco.org	http://www.snohomishcountywa.gov/442/Electronic-Court-Records
Thurston	Tawni Sharp	sharpt@co.thurston.wa.us	http://www.co.thurston.wa.us/clerk/
Yakima	Valerie Knott	valerie.knott@co.yakima.wa.us	http://www.yakimacounty.us/154/Clerk-of-Superior-Court

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 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.

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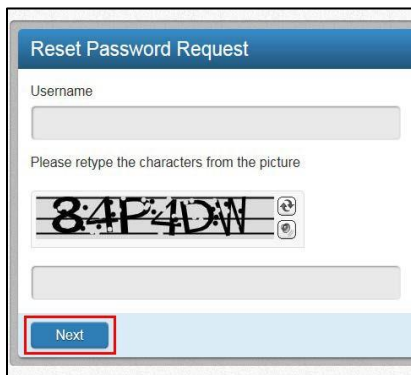

Resetting Password
1. From the Odyssey Portal home page, click **Sign In** (top right).
2. Once the Sign In box appears, click **Forgot Password**.

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

This will send an automated email to reset the password. If 'account locked' notification displays, please email: 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.
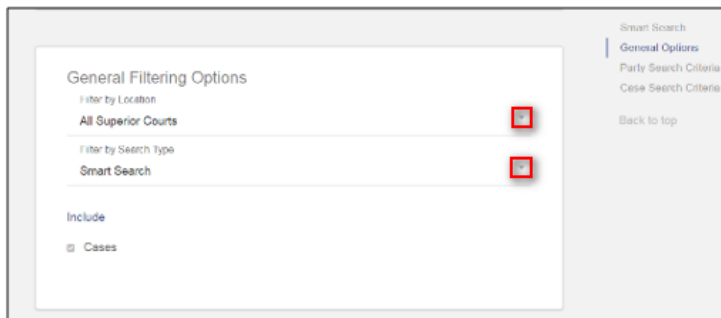
   NOTE: Anonymous Access Smart Search requires the user to complete a CAPTCHA screen before search results are returned. CAPTCHA screens are not required for Registered Users.

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.

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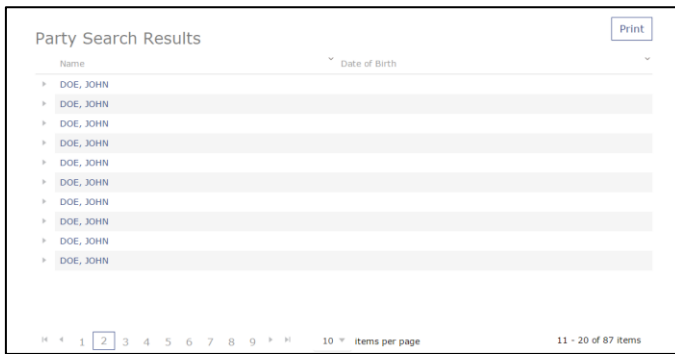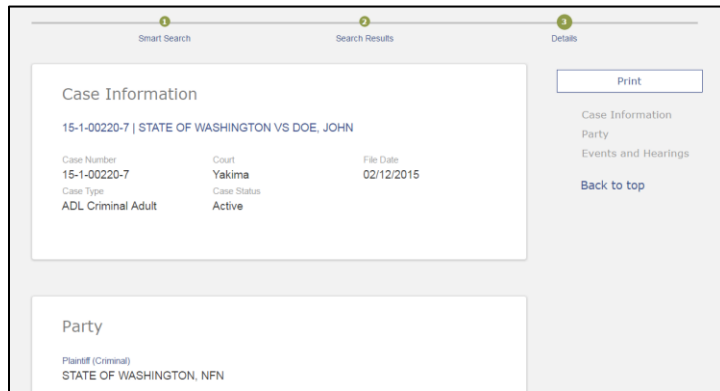

6. To view case numbers, click the dropdown (carrot) ⬛ to the left of the party name, cases associated with the name or party will appear. Click **"Cases"** to display list of associated case numbers.

7. To see specific case details, click case number link.
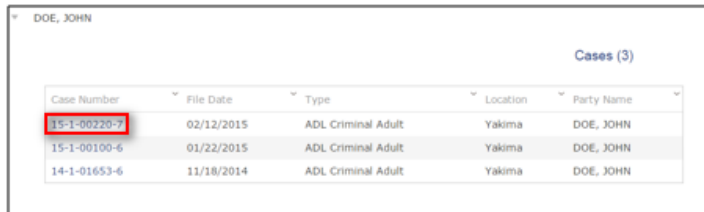
8. Case Information display.

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.

1. 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.

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

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.

3. The **Case Search Criteria** quick link takes user to the 'Search Cases' window, these filters narrow search results using case specific information.
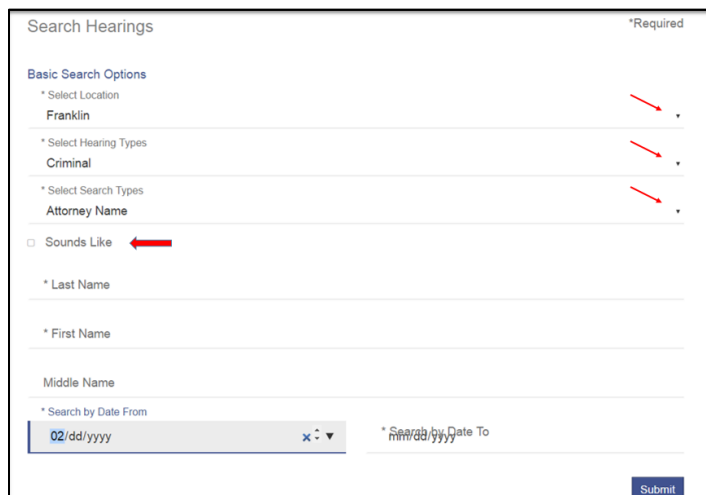
Section 6: Hearings Search

1. To search for a hearing or groups of hearings, use the **Search Hearings** portlet.
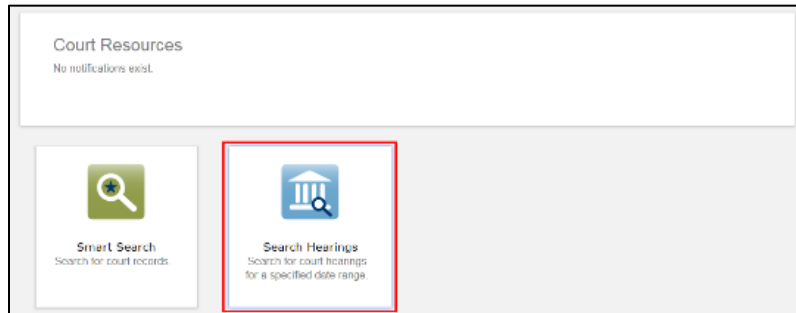
2. Use the drop-down boxes and specify a date range to narrow the criteria.

   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.
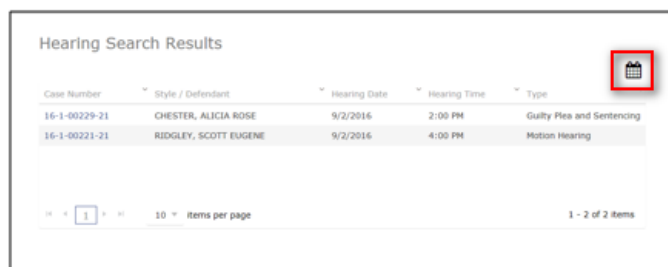

3. **Soundex** – The Soundex feature allows you to search for proper names, including business names that sound similar. To use the Soundex feature, select the "**Sounds Like"** check box when entering the search information. (See red arrow in step 2 above). For example, if you are unsure of the spelling 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 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.

Case Information
Party
Charge
Disposition Events
Events and Hearings
Financial
| Documents

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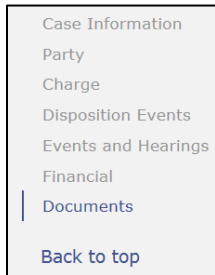
1. A list of public documents associated with the case can be seen in the **Documents** window.

| View Document | AFFIDAVIT IN SUPPORT OF PROB CAUSE |
| View Document | ORD DETERMIN PROBABLE CAUSE |

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

For questions about Odyssey Portal please contact: OdysseyPortal@courts.wa.gov