



Linda Myhre Enlow
Thurston County Clerk
and Ex-Officio Clerk
of Superior Court

Edison M Herron
Chief Deputy Clerk

Thurston County Clerk Portal Registration

Welcome to Thurston County Superior Court Portal Registration. By completing this process, you can access documents in Thurston County Superior Court's non-confidential cases. Documents in confidential case types will be available only to the attorney of record.

How to register a firm, company, or department (state agencies):

- For initial firm, company, or department (state agencies) registration, please fully complete the following forms and subscription fee:
 - Master Registration Form – The head of the firm or agency must sign the form.
 - Each user who intends to use the Odyssey Portal or the information obtained from the Odyssey Portal must be identified on the Master Registration Form.
 - Each user will be assigned a registered account, and sharing accounts or passwords with other users and non-users is prohibited.
 - Each user must have a non-generic email address. The email account name must match the user (name).
 - Email addresses such as admin@domain.com and legal@domin.com are invalid emails for registered accounts.
 - Confidentiality Agreement – Each user identified on the Master Registration Form must review and sign a Confidentiality Agreement.
 - A registered account will not be created without a signed agreement.
 - Annual Subscription Fee – The annual subscription fee is due when the initial registration forms are received.
 - The Thurston County Clerk only accepts payment by check, which should be payable to the Thurston County Clerk.
 - For more information on the fee amount, please refer to the *Annual Subscription Fee* section.
- Submit the signed Original Master Registration Form, signed Original Confidentiality for each user listed on the Master Registration Form, and an annual subscription fee to:

Linda Myhre Enlow
Thurston County Clerk
2000 Lakeridge Drive SW
Olympia, WA 98502



- Please allow two to three weeks for your access to be processed. If your access is approved, you will receive an email with a link to set up a password. Your user name is the email address you supplied on the Master Registration Form.

Annual Subscription Fee:

The annual subscription fee for remote electronic access to Thurston County Superior Court documents will be based on a tiered pricing structure and specifically tied to the size of the company, firm, or division (state agencies) and not the number of users added to the Master Registration.

- For example, if a firm has nine employees and four are registered users, the annual subscription fee is based on the nine employees, not the four registered users.

The fee will cover all employees/individuals employed by the company, firm, or division (state agencies). The fee will be due on the 1st of the month each year following the initial application date (i.e., Applied on May 16, 2023, making the following annual fee due June 1, 2024.)

<u>Company/Firm/Division Size</u>	<u>Annual Fee</u>
1 – 3 Individuals/employees	\$100.00
4 – 6 Individuals/employees	\$250.00
7 – 10 Individuals/employees	\$500.00
11+ individuals/employees	\$600.00

Adding or Deleting Portal Users After Initial Registration:

- To add or delete a registered user from the Master Registration after initial registration, please complete the following forms:
 - Modify Master Registration Form – The head of the firm or agency must sign the form.
 - Each new user will be assigned a registered account, and sharing accounts or passwords with other users and non-users is prohibited.
 - Each new user must have a non-generic email address. The email account name must match the user (name).
 - Email addresses such as admin@domain.com and legal@domain.com are invalid emails for registered accounts.
 - Suppose a new user already has an account with a previous firm, company, or agency. In that case, the user must be deleted from the previous employer's Master Registration before the user is added to the current employer's Master Registration.
 - It is crucial to remember that when a registered user leaves, the firm or agency should submit a Modify Master Registration Form to remove the user from the firm or agency's Master Registration as soon as possible.



- Confidentiality Agreement – Each user added to the Master Registration Form must review and sign a Confidentiality Agreement.
 - A registered account will not be created without a signed agreement.
- Submit the signed Modify Master Registration Form and signed Confidentiality Agreement for each user listed on the Modify Master Registration Form by email to pam.payne@co.thurston.wa.us

Questions

- Contact Pam Payne at pam.payne@co.thurston.wa.us or (360) 596-5151, Edison Herron at edison.herron@co.thurston.wa.us or 360-786-5437

