



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

Tawni I. Sharp
Chief Deputy Clerk

Thurston County Clerk Portal Registration

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

How to apply to access:

- ✓ The head of the firm/agency must sign the Master Registration Form.
- ✓ Master Registration Form must be fully completed and the original mailed/delivered to the Thurston County Clerk.
- ✓ Users cannot share accounts and/or passwords.
- ✓ Each user who intends to use Odyssey Portal or the information obtained from Odyssey Portal must be identified on the Master Registration Form.
- ✓ Each user will need to review and sign the Confidentiality Form. An original Confidentiality Form for each user must be mailed/delivered to the Thurston County Clerk with the Master Registration Form.
- ✓ Payment for the annual fee is by check only. Check should be made payable to Thurston County Clerk must accompany Master Registration Form.
- ✓ Submit Original Master Registration Form, Original Confidentiality forms for each user listed on Master Registration Form and annual fee to:

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

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

Annual Fee:

The annual subscription fee for remote electronic access to Thurston County Superior Court documents will be based on a tiered pricing structure and will be specifically tied to the



individual or size of the company, firm or division. The annual subscription fee will cover each and all employees/individuals employed by the company, firm or division. Annual fee will be due yearly on the 1st of the month following initial application date. i.e. Applied May 16, 2016 next annual fee due June 1, 2017.

<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
More than 10 individuals/employees	\$600.00

Adding or Deleting Portal Users:

- ✓ Complete Modify Master Registration Form adding or deleting users and mail/deliver the original to the Thurston County Clerk.
- ✓ Each new user will need to review and sign the Confidentiality Form. The original Confidentiality Form for each new user must be mailed/delivered to the Thurston County Clerk with the Modify Master Registration Form.

Questions

- ✓ Contact Tawni Sharp at sharpt@co.thurston.wa.us or (360) 786-5743

