



Melissa Beaton
Skagit County Clerk

Christine Luvera
Chief Deputy Clerk

Skagit County Clerk Portal Registration

Welcome to Skagit County Superior Court Portal Registration. By completing this process you will have access to documents in Skagit County Superior Court non-confidential cases. Documents in confidential case types will be available to the attorney of record. Access to these records is a convenience designed for the Legal Community.

How to apply to access

- ✓ The head of the firm/agency must sign the Registration and Modification Form.
- ✓ Registration Form must be fully completed and submitted to the Skagit County Clerk.
- ✓ Users cannot share accounts and/or passwords. Doing so will result in loss of subscription.
- ✓ Each user who intends to use Odyssey Portal or the information obtained from Odyssey Portal must be identified on the Registration Form.
- ✓ Subscribers acknowledge outages can occur and when they do, copies may be requested in our usual copy process and copy fees DO apply.
- ✓ Each user will need to review and sign the Confidentiality Form annually. An original Confidentiality Form for each user must be submitted by email/mail/delivered to the Skagit County Clerk with the Registration Form.
- ✓ Payment for the annual fee is by attorney check or credit card. Checks should be made payable to Skagit County Clerk and must accompany the Registration Form. Credit card transactions can be made at the Clerk's office or through nCourt. A link to nCourt can be found at the Skagit County Clerk's Office webpage.
- ✓ Submit Registration Form, and Confidentiality forms for each user listed on Registration Form and annual fee to:

Melissa Beaton
Skagit County Clerk
205 W. Kincaid Room 103 Mount Vernon, WA 98273

Please allow one week 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 Registration Form.

Annual Fee

Fee is non-refundable and non-transferable. The annual subscription fee for remote electronic access to Skagit County Superior Court documents is \$200 a year, per person and is prorated at \$20 per month after January 15th. Annual fee is due on January 1st (or 1st court day of the year). If the fee is not received by January 15th access to portal documents will be discontinued.

1 Individual/employee:	<u>Annual Fee</u>
	\$200.00

Adding or Deleting Portal Users

- ✓ Complete Registration Form adding or deleting users and mail/deliver/email to the Skagit County Clerk.
- ✓ Each new user will need to review and sign the Confidentiality Form. The Confidentiality Form for each new user must be submitted to the Skagit County Clerk with the Registration Form.

Questions

- ✓ Contact the Odyssey Portal Registration Team at odysseyportal@co.skagit.wa.us or (360) 416-1800.