



OFFICE OF THE
OKANOGAN COUNTY CLERK

SUSAN SPEIKER, COUNTY CLERK
149 N 3RD AVENUE, ROOM 301 - P.O BOX 72
OKANOGAN, WASHINGTON 98840
(509)422-7275

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

How to apply for access:

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

Susan Speiker
Okanogan County Clerk
P.O. Box 72
Okanogan, WA 98840
(509)422-7275

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 Okanogan 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 to add or delete users and mail/deliver the original to the Okanogan 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 Okanogan County Clerk with the Modify Master Registration Form

Questions

- ❖ Contact Susan Speiker sspeiker@co.okanogan.wa.us (509)422-7275