



Contents

What is Odyssey Portal?	2
Section 1: Accessing Odyssey Portal	2
Section 2: Odyssey Portal Registration	3
Section 3: Anonymous Portal Access.....	5
Section 4: Searching for Court Records	5
Section 5: Advanced Search Options	7
Section 6: Hearings Search.....	9
Section 7: Viewing Public Documents - Registered Users Only	10

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.

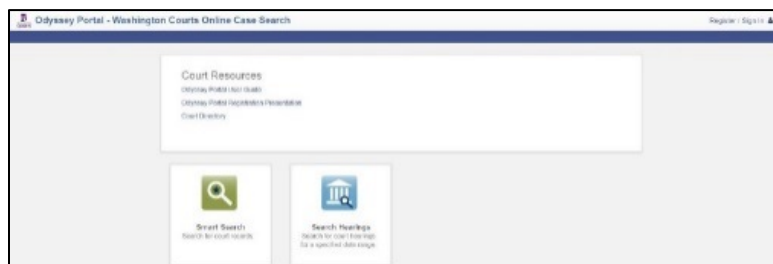
Any person may access public court records and documents from the Court Lobby in each Superior Courthouse; not all Courthouses have Public Access kiosks available, document fees will be paid directly to the County Clerk.

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. <i>Public Access does not require registration.</i>			
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	sharp@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

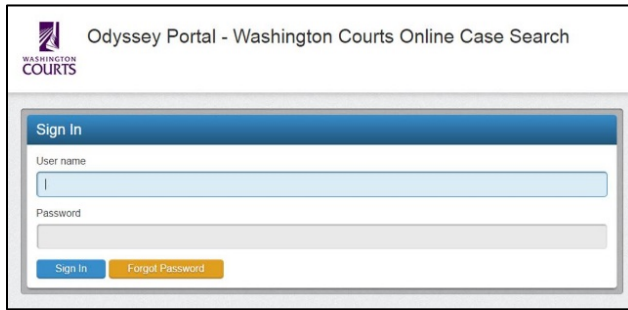
1. Fill in the required fields and click **Complete Registration**. Passwords must be at least 8 characters including at least 1 special character, 1 capital letter, and 1 number.

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.



The screenshot shows the 'Odyssey Portal - Washington Courts Online Case Search' sign-in interface. It features a blue header with the Washington Courts logo. Below the header is a 'Sign In' box with two input fields: 'User name' and 'Password'. At the bottom of the box are two buttons: 'Sign In' (blue) and 'Forgot Password' (orange).

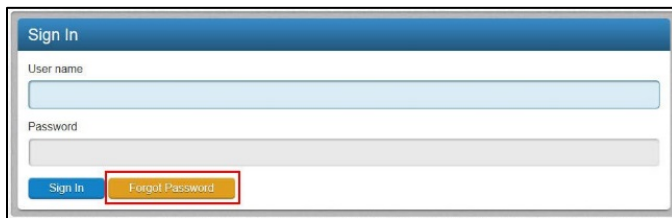
5. Welcome to Odyssey Portal. Elevated access approved by the County Clerk during the registration process has been applied to the account.



The screenshot shows the Odyssey Portal home page. At the top right, there is a 'Welcome, Elaine' notification. The main content area is titled 'Court Resources' and includes links for 'Odyssey Portal User Guide' and 'County Clerks' Office Contacts'. A notice states that the portal will be unavailable from 12:00 p.m. Friday, October 28 through 8:00 a.m. Sunday, October 30, 2016. Below the notice are three search options: 'Smart Search' (for court records), 'Search Hearings' (for a specified date range), and another 'Search Hearings' option (for a specified date range).

Resetting Password

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



This screenshot is identical to the one above, showing the 'Sign In' box. The 'Forgot Password' button is highlighted with a red rectangle.

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



The screenshot shows the 'Reset Password Request' page. It has a blue header with the title. Below the header is a 'Username' input field. Underneath is a CAPTCHA image showing the characters '84P4DW'. Below the CAPTCHA is another input field for re-typing the characters. At the bottom left, the 'Next' button is highlighted with a red rectangle.

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

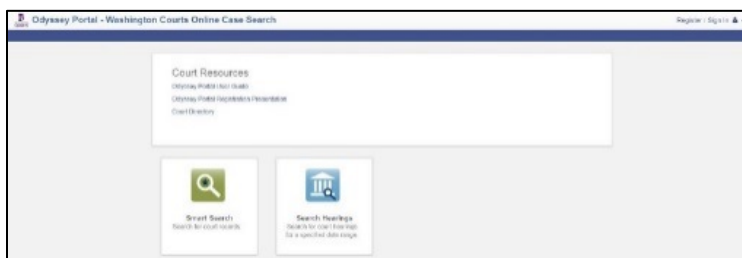
Anonymous, or public, access to Odyssey Portal allows access to public records for Superior Court cases which are not confidential or sealed. Only case information will be displayed; **no documents can be viewed with this access role.**

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:





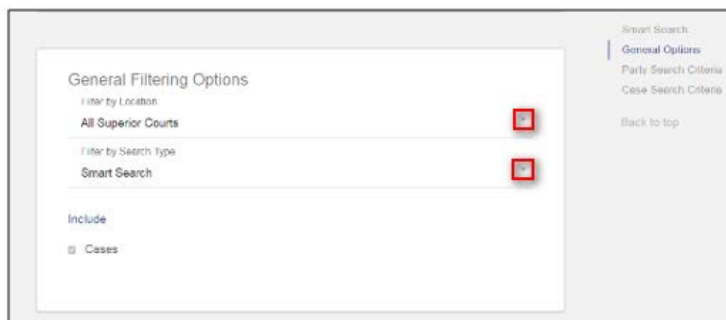
From the homepage, you may begin using the Portal to access public case information.

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.



Case Number	File Date	Type	Status	Location
15-1-00021-21	11/02/2015	ADL Criminal Adult	Active	Lewis

Case Information		
15-1-00021-21	STATE OF WASHINGTON vs	ROBERT JAMES DAVIDSON
Case Number	Court	File Date
15-1-00021-21	Lewis	11/02/2015
Case Type	Case Status	
ADL Criminal Adult	Active	

Events and Hearings
11/02/2015 Information
11/02/2015 Motion for Order Determining Probable Cause

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



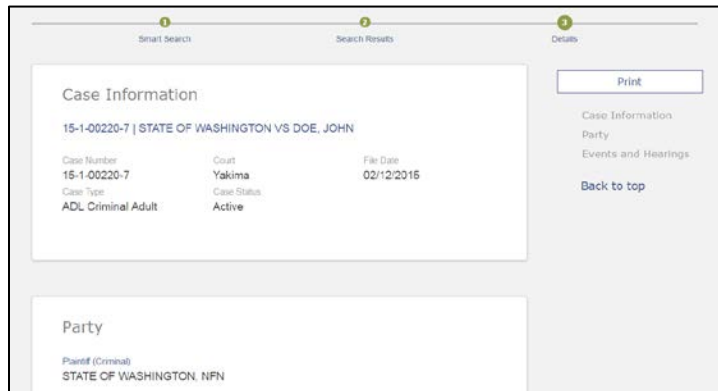
- To view case numbers, click the dropdown (carrot) to the left of the party name, cases associated with the name or party will appear. Click **"Cases"** to display list of associated case numbers.



- To see specific case details, click case number link.



- 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**

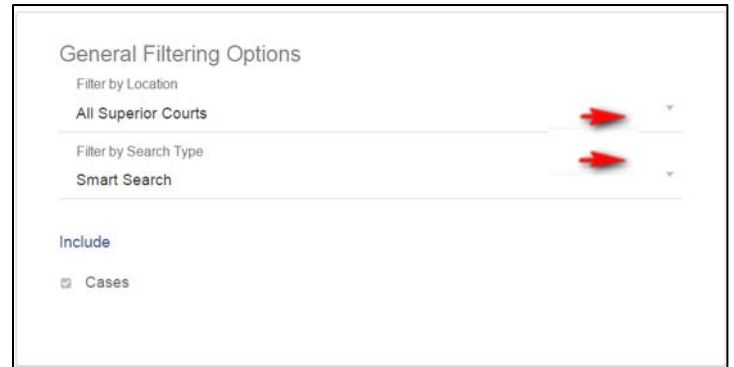
Smart Search allows users to refine their search parameters through **Advanced Filtering Options**. Providing more information through Advanced Filtering Options will narrow your search results.

- 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.

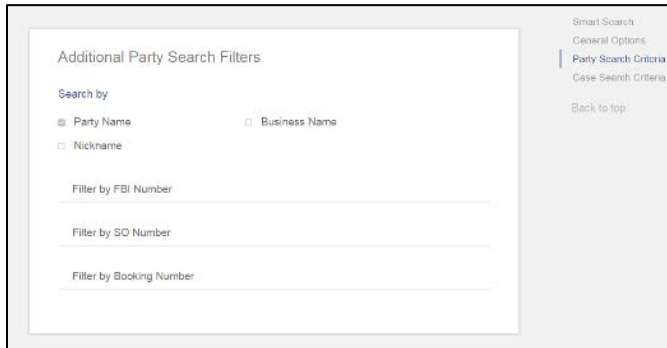


Filtering options include:

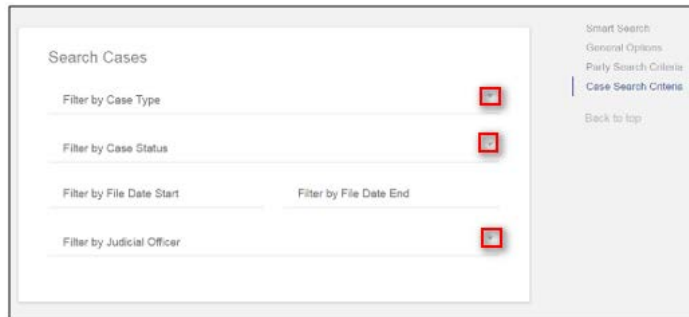
3. Court Location
4. Search Type
 1. Attorney Bar Number
 2. Attorney Name
 3. Business Name
 4. Case Cross-Reference Number
 5. Case Number
 6. Citation Number
 7. Judicial Officer
 8. Nickname
 9. Party Name
5. Cases
6. Filed Date



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.

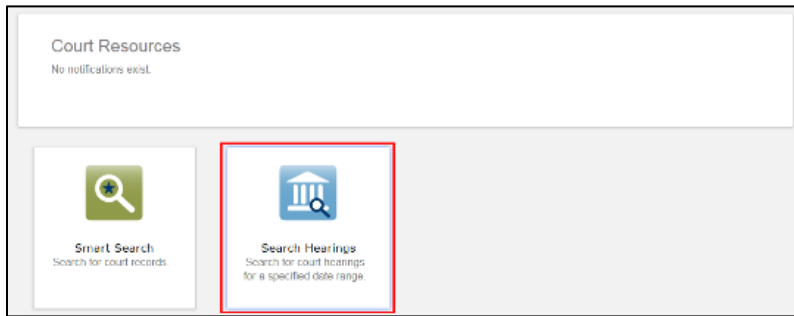


3. The **Case Search Criteria** quick link takes user to the **'Search Cases'** window, these filters narrow search results using case specific information.

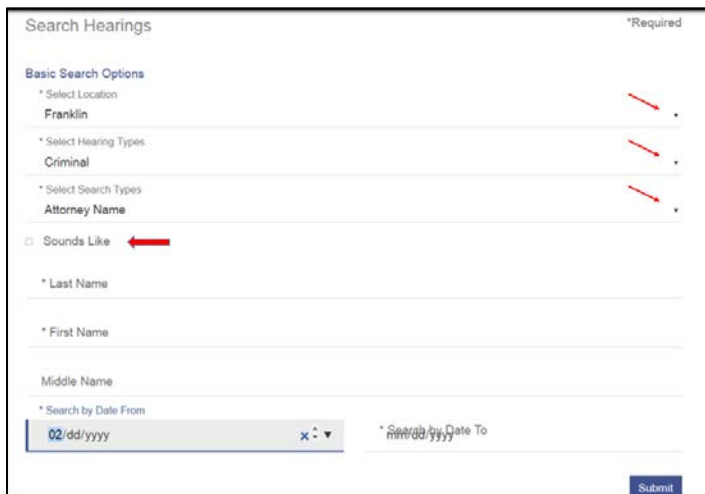


Section 6: Hearings Search

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.
- Select the **Location** that you want to search or choose to search all of the Superior Courts using Odyssey.
 - Select the **Hearing Type** for a specific hearing type or you may search for all hearing types.
 - Select the **Search Type** to choose how you would like to search. The Search Criteria field will change depending on your selection.

A screenshot of the "Search Hearings" form. At the top right, it says "*Required". Under "Basic Search Options", there are three dropdown menus: "* Select Location" with "Franklin" selected, "* Select Hearing Types" with "Criminal" selected, and "* Select Search Types" with "Attorney Name" selected. Red arrows point to each of these dropdown menus. Below these is a checkbox labeled "Sounds Like" with a red arrow pointing to it. Further down are input fields for "* Last Name", "* First Name", and "Middle Name". At the bottom, there are date pickers for "* Search by Date From" (showing "02/dd/yyyy") and "* Search by Date To" (showing "mm/dd/yyyy"). A "Submit" button is at the bottom right.

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.


Hearing Search Results



Case Number	Style / Defendant	Hearing Date	Hearing Time	Type
16-1-00229-21	CHESTER, ALICIA ROSE	9/2/2016	2:00 PM	Guilty Plea and Sentencing
16-1-00221-21	RIDGLEY, SCOTT EUGENE	9/2/2016	4:00 PM	Motion Hearing

1 10 items per page 1 - 2 of 2 items

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 - *For Courts utilizing Odyssey Document Management.*
(See County Clerks' Office Contacts)

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