Confidentiality Agreement
For
Access to the Odyssey Portal

As part of my job duties, I require access to the Odyssey Portal (Portal) for the [insert name of court]_____. The Portal contains both public and confidential information from court cases that I am currently assigned to as an attorney-of-record. By signing this statement, I affirm my understanding of my responsibilities to maintain confidentiality and agree to the following:

1. I understand that the court case files and documents in Portal contain confidential, as well as public, information.

2. I understand that I may access, read or handle confidential information to the extent required in, and for the purpose of, performing my assigned duties as an employee of my agency or as an officer of the court.

3. I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any confidential information obtained from Portal while I am the attorney-of-record, in the course of my employment with the Court, or as an officer of the court.

   a. I may divulge confidential information to judicial officers, authorized court employees, and authorized employees of my agency as necessary to perform my job duties.
   b. I may divulge confidential information to others only if specifically authorized to do so by statute, court rule, judicial policy, or court order.
   ~~c. Maintaining confidentiality includes not discussing confidential information outside of the workplace, or outside of my usual work area.~~
   ~~d.~~c. After I leave the employment of my agency I may not divulge confidential information obtained during the course of my employment.

4. I agree to consult the County Superior Court Judge or the Court Clerk on any questions I may have concerning whether particular information may be disclosed.

5. I understand that a breach of confidentiality may be grounds for termination of my Portal access, disciplinary or legal action, and possible termination of employment.

6. I agree that once I withdraw from a case, I will no longer have the same access to the case information and documents as I did as the attorney-of-record.

7. I agree to notify the Presiding Judge, or the Court Administrator, or the Court Clerk of the above-named court should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.

_____ _____
Signature Date

_____ _____
Print Name Job Title

_____
Name of Employer or Law Office

Authorization of Access to the Odyssey Portal

_____ is authorized access to the Odyssey Portal for this court.

_____ _____ _____
Signature of Clerk Date Print Name

_____
Name of Court