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## What is Odyssey Portal?

In December of 2018, Administrative Office of the Courts completed implementation a new Superior Court case management system, known as Odyssey, in counties around the state of Washington. 37 Counties utilize Odyssey Case Manager. Please refer to the Odyssey Portal FAQ for details.

Odyssey Portal is a web based application used to view Odyssey specific court records and documents and 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
- Anonymous (public) users online access to public court records
- Registered users online access to public court records and documents

**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](#):

- [County Clerk's Office Contacts](#)
- [Odyssey Portal FAQ](#)
- [Quick Reference Guide](#)
- [User Guide](#)
- [Technical Troubleshooting & Help Guide](#)
- Portal Administrator/ Help Contact: [OdysseyPortal@courts.wa.gov](mailto:OdysseyPortal@courts.wa.gov)

## Section 1: Anonymous/Public Access Odyssey Portal

Registration is not required to use Odyssey Portal.

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.

Anonymous/Public, role in Odyssey Portal allows access to public case information for Superior Courts which is not confidential or sealed. Only case information will be displayed; **documents are not available**. Please contact the County Clerk office to obtain copies.

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 and will reduce issues with reCAPTCHA picture issues.

Continue to Section 3, Page 6 for Smart Search Instructions.

## Section 2: Odyssey Portal Registration

- Registered access to Odyssey Portal is authorized and assigned through each County Clerk’s office.
- Registration and document access fees are determined by and for each county. Fees must be paid to each county with which a user(s) registers. Registered Public Access includes online document access for counties utilizing Odyssey Document Management System, please see the Odyssey Portal FAQ for details.
- Registration instructions are outlined below. If you have questions about the registration process, please email [odysseyportal.courts.wa.gov](mailto:odysseyportal.courts.wa.gov) or contact the appropriate County Clerk.

### Registered Account Security Requirements

- Registered accounts are assigned to "individual persons" only. Group or “generic” credentials are not allowed. E.g., Email addresses such as admin@domain.com and legal@domain.com are not valid for registered accounts.)
- The email account name must match the user (name) who is subscribing.
- All\* account updates must be reported to the Clerk within 5 business days.  
*\*Portal Users are NOT allowed to change or update profile information. Doing so without the authorization of the County Clerk or the Odyssey Portal Administrator will result in the account being deactivated.*
- Sharing your User ID and Password is prohibited and will result in the account being terminated.
- Users are responsible for finalizing and maintaining the security of their own account.
- Users shall not take over nor access another user’s account.
- User and/or Firm shall notify all appropriate County Clerk offices upon termination of employment.
- Users shall not use existing account when changing employers.

## Registration Instructions

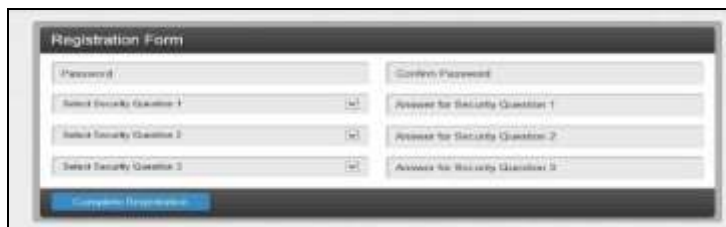
1. To register and for fee inquiry, please contact the appropriate County Clerk Contact. To view the entire list below online, click [here](#).

County	Contact Name	Contact Information	Clerk's Website
Franklin	Mike Kilian	<a href="mailto:mkilian@co.franklin.wa.us">mkilian@co.franklin.wa.us</a>	<a href="http://www.co.franklin.wa.us/clerk/">http://www.co.franklin.wa.us/clerk/</a>
Lewis	Lisa Conzatti	<a href="mailto:lisa_conzatti@lewiscountywa.gov">lisa_conzatti@lewiscountywa.gov</a>	<a href="http://lewiscountywa.gov/clerk">http://lewiscountywa.gov/clerk</a>
Snohomish	Leah Elshaug	<a href="mailto:SCLSUBSCRIPTIONS@snoco.org">SCLSUBSCRIPTIONS@snoco.org</a>	<a href="http://www.snohomishcountywa.gov/442/Electronic-Court-Records">http://www.snohomishcountywa.gov/442/Electronic-Court-Records</a>
Thurston	Fawni Sharp	<a href="mailto:fsharp@co.thurston.wa.us">fsharp@co.thurston.wa.us</a>	<a href="http://www.co.thurston.wa.us/clerk/">http://www.co.thurston.wa.us/clerk/</a>
Yakima	Valerie Knott	<a href="mailto:valerie.knott@co.yakima.wa.us">valerie.knott@co.yakima.wa.us</a>	<a href="http://www.yakimacounty.us/124/Clerk-of-Superior-Court">http://www.yakimacounty.us/124/Clerk-of-Superior-Court</a>

2. Upon receipt of registration and approval by the County Clerk's office, the request will be forwarded to AOC for processing. *Allow 14 business days for complete processing.*
3. Once a user's request has been processed, the user will receive an e-mail notification from [odysseyportal@courts.wa.gov](mailto:odysseyportal@courts.wa.gov) containing a 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](#)*) Occasionally the link expires prematurely, please consult the *Odyssey Portal Technical Troubleshooting & Help Guide* located on the home page for instructions.

## 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.



- *Security questions cannot be changed.*
  - *Write down the answers.*
  - *The inability to answer will result in the account becoming invalid. A new email will need to be registered.*
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.



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



Proceed to Section 3, Page 6 – Searching Court Records.

## Resetting Password

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



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



Provide Security Question response. Click Submit.



This will send an automated email with a link to reset the password.

If *'account locked for 15 minutes'* notification displays, please email: [odysseyportal@courts.wa.gov](mailto:odysseyportal@courts.wa.gov).

*(The clerks' offices cannot troubleshoot or assist with log in issues).*

2. The Portal homepage will display, as shown below.



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

### Section 3: Searching 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 5 for more information.

## Smart Search

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.

**Party Name Searches** – Party names must be entered exactly as they are entered on the case. If unsure of the spelling or how a name was entered, use the “wildcard” feature to search for a partial name. [Party Name Search Help Document](#)

### Accessing 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 4) 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.



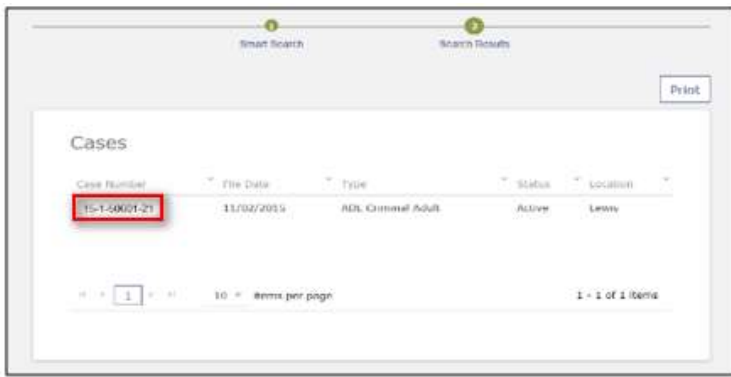



Figure 1. Accessing Smart Search – Step 3



Figure 2. Accessing Smart Search – Step 4

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



6. 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.



7. To see specific case details, click **case number** link.



DOE, JOHN

Cases (3)

Case Number	File Date	Type	Location	Party Name
15-1-00220-7	02/12/2015	ADL Criminal Adult	Yakima	DOE, JOHN
15-1-00100-6	01/22/2015	ADL Criminal Adult	Yakima	DOE, JOHN
14-1-01693-6	11/18/2014	ADL Criminal Adult	Yakima	DOE, JOHN

## 8. Case Information display.

Smart Search    Search Results    Details

Case Information

15-1-00220-7 | STATE OF WASHINGTON VS DOE, JOHN

Print

Case Information  
Party  
Events and Proceedings  
Back to Top

Party

Party (Control)  
STATE OF WASHINGTON, N/A

## Section 4: Advanced Search 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.

1. 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.

Smart Search \*Required

Search Criteria ?

\* Enter a Record Number or Name in Last, First Middle Suffix Format

Advanced Filtering Options → Submit

### Filtering options include:

1. Court Location
2. Search Type
  - a. Attorney Bar Number
  - b. Attorney Name
  - c. Business Name
  - d. Case Cross-Reference Number
  - e. Case Number
  - f. Citation Number
  - g. Judicial Officer
  - h. Nickname
  - i. Party Name
3. Cases
4. Filed Date

General Filtering Options

Filter by Location

All Superior Courts →

Filter by Search Type

Smart Search →

Include

Cases

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.

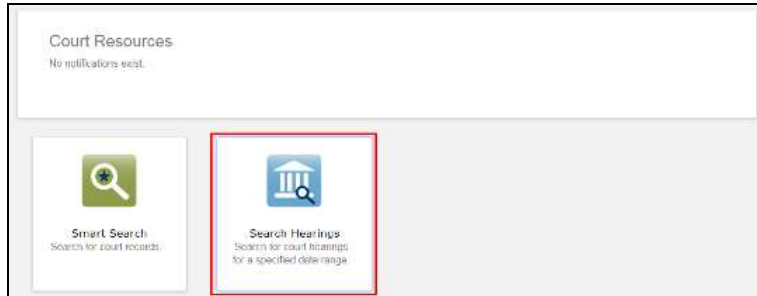
3. The **Case Search Criteria** quick link takes user to the 'Search Cases' window; these filters narrow search results using case specific information.

#### 4. **Additional Advanced Search Functions: New Case List (by day/week)**

1. Smart Search
2. Enter YR-#\* (18-2\*= 2018, Case Type and \* for wildcard)  
*Case Types:*
  - 1= Criminal
  - 2= Civil
  - 3= Domestic
  - 4= Probate/Guardianship
3. Click **Advanced Filtering Option** – Cards expand
4. General Filtering Options Card
  - a. Filter by Location – Pick Court from drop-down
5. Search Cases Card
  - a. Filter by File Date Start and File End Date
  - b. Search can be narrowed by using the Case Type and Case Status dropdowns
6. Return to top of page, **Enter** Captcha
7. Click **Submit**.

## Section 5: Search Hearings

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.



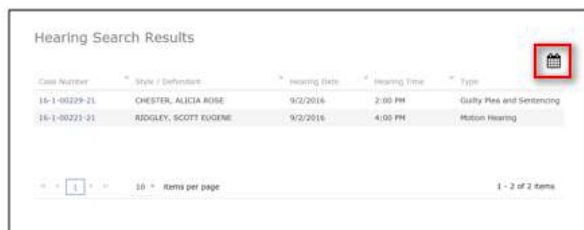
The screenshot shows the 'Search Hearings' form. It has a 'Required' label in the top right. Under 'Basic Search Options', there are three dropdown menus: 'Select Location' (set to 'Franklin'), 'Select Hearing Type' (set to 'Criminal'), and 'Select Search Type' (set to 'Attorney Name'). The 'Sounds Like' checkbox is checked, with a red arrow pointing to it. Below these are text input fields for 'Last Name', 'First Name', and 'Middle Name'. At the bottom, there are date pickers for 'Search by Date From' (set to '02/01/2011') and 'Search by Date To' (set to '02/01/2011'). A blue '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.



The screenshot shows the 'Hearing Search Results' table. It has a table with 5 columns: 'Case Number', 'Style / Defendant', 'Hearing Date', 'Hearing Time', and 'Type'. There are two rows of data. Below the table is a pagination control showing '1' items per page and '1 - 2 of 2 items'. A red box highlights a filter icon in the top right corner of the table area.

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
16-1-00223-21	RIDGLEY, SCOTT EUGENE	9/2/2016	4:00 PM	Return Hearing

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 6: Viewing Public Documents (Registered Users)

For Courts utilizing Odyssey Document Management. (See County Clerks' Office Contacts or Odyssey Portal FAQ)

**Registered Users** with access to public documents through Odyssey Portal can view documents two ways:

1. By clicking 'View Document' button on **Events and Hearings** Card



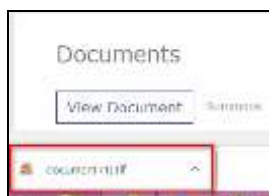
2. By clicking 'View Document' on **Documents** Card



**Note:** The 'Hyperlinks' on the right side navigation menu will navigate to the named card.



1. A list of public documents associated with the case can be seen in the **Documents** window.
2. Click on **View Document** to display the ".tif" file.
3. Documents will display at bottom of screen.



4. If only the first page displays – See Odyssey Portal Technical Troubleshooting & Help Guide located on the Portal homepage, for instructions.

For questions about Odyssey Portal, please contact: [odysseyportal@courts.wa.gov](mailto:odysseyportal@courts.wa.gov)