



Melissa Beaton
Skagit County Clerk

Kris Desmarais
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.

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 the original mailed/delivered to the Skagit County Clerk.
- ✓ Users cannot share accounts and/or passwords.
- ✓ Each user who intends to use Odyssey Portal or the information obtained from Odyssey Portal must be identified on the Registration Form.
- ✓ Each user will need to review and sign the Confidentiality Form. An original Confidentiality Form for each user must be mailed/delivered to the Skagit County Clerk with the Registration Form.
- ✓ Payment for the annual fee is by 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 Original Registration Form, Original 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 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 Registration Form.

Annual Fee

The annual subscription fee for remote electronic access to Skagit 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 January 1. If the fee is not received by January 31 access to portal documents will be discontinued.

<u>Company/Firm/Division Size</u>	<u>Annual Fee</u>
1 – 6 Individuals/employees	\$250.00
7 – 10 Individuals/employees	\$500.00
More than 10 individuals/ employees	\$600.00

Adding or Deleting Portal Users

- ✓ Complete Registration Form adding or deleting users and mail/deliver the original to the Skagit 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 Skagit County Clerk with the Registration Form.

Questions

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