



**Melissa Beaton**  
**Skagit County Clerk**

**Kris Desmarais**  
*Chief Deputy Clerk*

**Skagit County Superior Court Odyssey Portal Registration and Modification Form**

Agency/Firm:		
Mailing Address:		
City:	State:	Zip:
Email:	Phone Number:	

<sup>1</sup> Please provide a phone number for each person that will work for Dual Factor Authentication.

<sup>2</sup> Staff within my agency/firm allowed to access and view public cases. All staff should be linked to an attorney's bar number. This will allow staff to view confidential documents of the attorney of record.

**Add** the following staff within my agency/firm:

Name	Email (unique for each user)	Phone Number <sup>1</sup>	Bar No. <sup>2</sup>

Number of Employees in Firm/Agency:
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**Remove** the following staff within my agency/firm allowed to access and view public cases:

Name	Email	Phone Number	Bar No.

I understand that this registration shall be renewed annually. User Id's and passwords shall not be shared, and that I will notify the Skagit County Clerk within five working days when I have a change in staff using this Registration and Modification Form.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
 Signature Head of Agency/Firm