



PACIFIC COUNTY COURTHOUSE  
National Historic Site  
South Bend, Washington

## Pacific County Clerk

Emma Rose

County Clerk and Ex-Officio Clerk of the Superior Court

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### ODYSSEY PORTAL REGISTRATION ELECTRONIC COURT RECORDS ACCESS

Please note: The Odyssey Portal is a subscription-based service for frequent users requiring access to electronic court documents to perform the duties of their employment. Access to electronic court records is available to the general public at the Washington State Digital Archives: <https://www.digitalarchives.wa.gov/Search>.

- All employees requiring access must be listed on the **Master Registration Form** which must be signed by a manager or head of the firm/agency.
- All employees requiring access must sign a **Confidentiality Agreement**.
- Users are **prohibited** from sharing user id's and/or passwords.
- Completed forms may be mailed to the address listed above, or may be scanned/emailed to: [clerk@co.pacific.wa.us](mailto:clerk@co.pacific.wa.us).

Subscription fee is based on the calendar year and must be paid annually in accordance with the fee schedule listed below:

Company/Firm/Division Size	Annual Fee
1-3 total employees of the firm	\$100
4-6 total employees of the firm	\$250
7-10 total employees of the firm	\$500
11-20 total employees of the firm	\$600
21+ total employees of the firm	\$900

You may pay by business check to the Pacific County Clerk, or you may pay online **here (Bureau Code is 3952748)**. Please include proof of online payment.

Please allow up to 10 business days for your request to be processed. Once approved, you will receive an email from the portal administrator to complete the registration process. For more information, please contact us via email at [clerk@co.pacific.wa.us](mailto:clerk@co.pacific.wa.us) or 360-875-9320.