

# Subscription Agreement (“Attorney”)

This quarter-to-quarter calendar subscription agreement to utilize the Kitsap County Clerk’s Office **Clerk’s Online Records Access** program (hereinafter known as **CORA**) is between the Kitsap County Clerk’s Office and the individual attorney named below.

The subscription price is fifty dollars (\$50.00) per month per attorney payable in 3-month quarterly increments (Jan 1-Mar 31, Apr 1-Jun 30, Jul 1-Sep 30, Oct 1-Dec31) of one hundred fifty dollars (\$150.00). The initial subscription period is for the remainder of the current quarter (at \$50.00 per month plus \$12.00 per whole week remaining in the quarter) and is renewable by prepayment each quarter thereafter. The Clerk reserves the right to change the subscription price with 30 days advance notice.

The undersigned understands and agrees to the following **Terms and Conditions**:

1. Only publicly accessible documents are available on **CORA**.
2. The user name and password issued to the subscriber are for use only by the subscriber and/or his/her office assigned legal assistant/staff member and will not be shared with any other attorney or legal assistant/staff member in or out of the attorney’s firm.
3. The images retrieved to view through **CORA** are accurate images of the documents resident in the Clerk’s records. However, their authenticity can only be guaranteed in the view format. There is no guarantee as to any document’s authenticity once the image is saved, printed, or transmitted to another location where it ultimately could be subject to manipulation or alteration.
4. While these images represent all the documents within the electronic case file as of the time of viewing, there is always the possibility that a very recently filed document may not yet be in the case file. This is due to the small amount of lag time between a paper document being filed with the Clerk and the time needed to image, process, and make that paper document available for viewing as an electronic image.
5. These documents are not to be altered in any way if after that alteration they are to be portrayed as a true and accurate representation of the original document in possession of the Clerk.
6. These documents are only for use of the attorney subscriber and his/her client.
7. There is no right to pass on or resell these documents, lists of documents, or statistical/census type information to any other party, commercial or private, other than for normal use in representing the client or to pass on a reasonable and fair cost to the subscriber’s client for the attorney’s subscription to the **CORA** service.
8. The subscriber will notify the Kitsap County Clerk’s Office immediately should the subscriber retrieve a sealed document including documents sealed pursuant to GR22 to which the subscriber would be otherwise entitled or a document from a case type 5, 6, or 7 file, while using the **CORA** service.
9. If any of the foregoing terms and conditions is knowingly violated, the undersigned will be subject to immediate revocation of access to **CORA**.

I have read and agree to be bound by the foregoing **Terms and Conditions**. My **initial payment** is for the period starting the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ through the end of (**circle one**) 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Qtr 20\_\_\_\_. My **enclosed payment** is for \_\_\_\_ month(s) at \$50 each plus \_\_\_\_ whole weeks at \$12.00 each = \$\_\_\_\_\_.

My next payment of \$150.00 is due on or before the 1<sup>st</sup> day of (**circle one**) Jan, Apr, Jul, Oct, 20\_\_\_\_ and every 3 months thereafter. Accounts more than ten (10) days in arrears will be disabled.

<b>Attorney’s Signature</b>	<b>Date</b>	<b>Clerk’s Signature</b>	<b>Date</b>
Attorney’s Name _____	Firm _____	Phone ( ) _____	
E-mail Address _____		WSBA No. _____	
Address _____	City _____	State _____	Zip _____

Return this Agreement and all payments to: **Kitsap County Clerk, Attn: CORA  
614 Division Street MS-34  
Port Orchard, WA 98366-4692**

**CORA URL: <http://edis.kitsapgov.com/cora>**

Your **Account Logon** will be your first name plus a period plus your full last name, no spaces (not case sensitive).

You may request (or one will be assigned) your own **account password** but it **must follow these rules**: At least 8 characters, one upper case letter, one number, one special character (i.e. @ # \$ % & \*), no punctuation.

**Requested Password** \_\_\_\_\_