



*Office of the*  
**KITSAP COUNTY CLERK**

**Alison H. Sonntag, Clerk**

614 Division Street, MS 34 – Port Orchard, WA 98366-4692  
360-337-7164 FAX 360-337-4927  
[www.kitsapgov.com/clerk](http://www.kitsapgov.com/clerk)

**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/mailed to: [sgibson@co.kitsap.wa.us](mailto:sgibson@co.kitsap.wa.us)
- Subscription fee is based on the calendar year and must be paid annually in accordance with the fee schedule listed below:

<b># of Users</b>	<b>Annual Fee</b>
1 – 3	\$100
4 – 6	\$250
7 – 10	\$500
11 or more	\$600

Fees for new registrations are prorated as follows:

<b># of Users</b>	<b>Jan – Mar</b>	<b>Apr – Jun</b>	<b>Jul – Sep</b>	<b>Oct – Dec</b>
1 – 3	\$100	\$75	\$50	\$25
4 – 6	\$250	\$187.50	\$125	\$62.50
7 – 10	\$500	\$375	\$250	\$125
11 or more	\$600	\$450	\$300	\$150

You may pay by business check to the Kitsap County Clerk, or you may pay online at: <https://client.pointandpay.net/recurring/KitsapCountySuperiorCourtClerk>.

- 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, contact Sharon Gibson at [sgibson@co.kitsap.wa.us](mailto:sgibson@co.kitsap.wa.us), Alison Sonntag at [asonntag@co.kitsap.wa.us](mailto:asonntag@co.kitsap.wa.us), or visit: <https://odysseyportal.courts.wa.gov/odyportal>.