CHARLES G. RHODES
Mason County Clerk
PO Box 340, Shelton, WA 98584
(360) 427-9670 Ext. 346

Mason County Portal Registration Overview

Welcome to Mason County Superior Court Portal Registration. By completing this process, you will have access to documents in Mason 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 Master Registration Form.
Master Registration Form must be fully completed and the original mailed/delivered to the Mason County Clerk. Users cannot share accounts and/or passwords.
Each use who intends to use Odyssey Portal or the information obtained from Odyssey Portal must be identified on the Master 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 Mason County Clerk with the Master Registration Form. Payment for the annual fee is by check or credit card. Check should be made payable to Mason County Clerk accompanied with Master Registration Form.

Submit original Master Registration Form, Original Confidentiality forms for each user list on Master Registration Form and annual fee to:

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Shelton, WA 98584

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 Master Registration Form.

Annual Fee:

The annual subscription fee for remote electronic access to Mason 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 employee/individuals employed by the company, firm, or division.) Annual fee will be due yearly on the 1" of the month following initial application date. i.e. Applied May 16, 2017 next annual fee due June 1, 2018.

Company/Firm/Division Size	Annual Fee
1 - 3 individuals/employees	$100.00
4 - 6 individuals/employees	$250.00
7 - 10 individuals/employees	$500.00
More than 10 individuals/employees	$600.00

- Fees subject to change per State of Washington

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Adding or Deleting Portal Users:

Complete Modify Master Registration Form adding or deleting users and mail/deliver the original to the Mason 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 Mason County Clerk with the Modify Master Registration Form.

Questions:

Contact Mason County Clerk's Office @ ClerkOdysseyPortal@masoncountywa.gov