Confidentiality/ Payment Agreement for
Access to the Whatcom County Odyssey Portal

As part of my job duties, I require access to the Odyssey Portal for the Whatcom County Superior Court. The Portal may contain both public and confidential information from court cases that I will have access to as an employee of my agency or the attorney-of-record.

By signing this statement, I affirm my understanding of my responsibilities and agree to the following:

1. I understand that the court case files and documents in Portal may contain confidential information contained in filings prior to the passage of Washington State Rules, General Rule (GR) 22, as well as public, information.

2. I understand that I may have access, read or handle confidential information to the extent required in, and for the purpose of, performing my assigned duties.

3. I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any confidential information obtained from Odyssey Portal while I am an employee of my agency or the attorney-of-record, in the course of my employment, or as an officer of the court.

    a. I may divulge confidential information to judicial officers, authorized court employees, and authorized employees of my agency as necessary to perform my job duties.

    b. I may divulge confidential information to others only if specifically authorized to do so by statute, court rule, judicial policy, or court order.

    c. Maintaining confidentiality includes not discussing confidential information outside of the workplace, or outside of my usual work area.

    d. After I leave the employment of my agency I may not divulge confidential information obtained during the course of my employment.

4. I agree to consult an appropriate person in my agency or the Court Clerk on any questions I may have concerning whether particular information may be disclosed.

5. I understand that sharing my Odyssey Portal user id and/or password is prohibited and may constitute a breach of confidentiality.

6. I understand that a breach of confidentiality may be grounds for termination of my Odyssey Portal access.

7. I agree that documents I have access to through Odyssey Portal may not be resold and will be used only to perform my official duties as an employee of my agency or office.

8. I will notify the Whatcom County Clerk's office within five working days when I have a change in staff @ skiele@co.whatcom.wa.us

9. I agree to notify an appropriate person in my agency who will immediately notify David Reynolds, Whatcom County Clerk should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.

10. I understand the annual subscription fee for remote access to Whatcom County Superior Court documents is based on a tiered pricing system and is specifically tied to the size of the company, firm, or agency. This fee structure has been adopted by all Odyssey courts, and the annual fee covers each and all employees/individuals employed by the company, firm, or agency who are registered with Whatcom County. The annual fee is due yearly on the first day of the month following the initial application date (i.e. Initial application is November 10th, 2017, the next annual fee is due December 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

_____   _____
Signature   **Date**

_____   _____
Print Name (First, Middle, Last)   **Job Title**

_____   _____
Bar # (Legal Staff only)   **Responsible Attorney Name**

_____   _____
Name of Employer or Law Office   **Telephone Number**
Must be compatible for use with Two-Factor Authentication

_____
Email Address

_____   _____
Accounts Payable Staff's Name   **Accounts Payable Email Address**
(Who Receives Annual Billing Statement)

Authorization of Access to the Odyssey Portal

_____ is authorized access to the Odyssey Portal for Whatcom County Superior Court.

_____   _____
David L. Reynolds, Whatcom County Clerk   **Date**