



Susan J. Marinella
Columbia County Clerk
Ex-Officio Clerk of Superior Court
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(509) 382-4321
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Jessica Atwood
Chief Deputy Clerk

Sarah Boudrieau
Deputy Clerk

Columbia County Superior Court Odyssey Portal Modify Master Registration

| | | |
|---------------------------|--------|------|
| Agency/Firm: | | |
| Head of Agency/Firm Name: | Bar # | |
| Mailing Address: | | |
| City: | State: | Zip: |
| Contact Phone Number: | | |
| Email: | | |

Add the following staff within my agency/firm allowed to access and view public cases: All staff should be linked to an attorney's bar number. This will allow staff to view confidential documents of the attorney of record.

¹ Please provide a phone number for each person that will work for Dual Factor Authentication.

| Name | Email | Phone No. ¹ | Bar No. If Applicable |
|------|-------|------------------------|-----------------------|
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Remove the following staff within my agency/firm allowed to access and view public cases:

| Name | Email | Phone No. | Bar No. If Applicable |
|------|-------|-----------|-----------------------|
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I understand that user Id's and passwords shall not be shared and that I will notify the Columbia County Clerk within five working days when I have a change in staff using the Modify Master Registration Form. Dated this _____ day of _____ 201_____.

Signature Head of Agency/Firm