



Franklin County Superior Court Clerk Odyssey Portal Modify Master Registration

Agency/Firm:		
Mailing Address:		
City:	State:	Zip:
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 cases for the attorney of record.

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

Name	Email (Must be unique, No Generic Emails. See User Guide, pg. 3 for example)	Phone Number ¹	Bar No. If Applicable

Remove the following staff within my agency/firm allowed to access and view public cases:

Name	Email	Phone Number	Bar No. If Applicable

I understand that user Id's and passwords shall not be shared and that I will notify the Franklin County Clerk within five working days when I have a change in staff using the Modify Master Registration Form. **Retain a copy of this for your records.**

Dated this _____ day of _____ 20_____.

Signature Head of Agency/Firm