

**SUPREME COURT OF VERMONT  
OFFICE OF THE COURT ADMINISTRATOR**

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**TO:** Members of the Vermont Bar

**FROM:** Patricia Gabel, Esq., State Court Administrator

**RE:** Promulgated Administrative Order 52, Efiling in Supreme Court and Related Appellate Training, Important Notice to All Attorneys Licensed in Vermont, Odyssey File and Serve and Public Portal Information, Filing of Exhibits & Other Miscellaneous Info

**DATE:** August 11, 2021

To ensure you continue to receive these emails, please add [JUD.AttyLicensing@vermont.gov](mailto:JUD.AttyLicensing@vermont.gov) and [JUD.CAOMemotoBar@vermont.gov](mailto:JUD.CAOMemotoBar@vermont.gov) to your Safe Senders list.

For your information, please find:

- [\*Administrative Order No. 52 – Pilot Project for Remote Civil Jury Trials\*](#)
- *Efiling in the Supreme Court and Related Education Session*
- *Important Notice to All Attorneys Licensed in Vermont*
- *Odyssey File and Serve and Public Portal Information*
- *Filing of Exhibits*
- *Updated Court Forms*
- *Obligations Under A.O. 41*
- *eCabinet Registration*

## **I. PROMULGATED RULE AMENDMENTS**

### [Administrative Order No. 52 – Pilot Project for Remote Civil Jury Trials](#)

**This Order was promulgated on August 3, 2021, effective immediately.**

Administrative Order 52 establishes a pilot project for remote civil jury trials. In response to the global COVID-19 pandemic, the Vermont Judiciary deployed remote technology to facilitate operations while maintaining public health. To promote access to justice and timely resolution of civil disputes, the Judiciary examined ways that remote video technology could be used on a more permanent basis. A committee comprised of judiciary personnel and members of the bar examined the feasibility of conducting remote civil jury trials. In response to recommendations from that committee, the Supreme Court implemented this pilot project, which establishes a time-limited, voluntary project whereby, with the parties' agreement, courts may conduct civil jury trials through remote video. The Court also adopted [Remote Civil Jury Trial Protocols](#), which

were recommended by the committee and detail the procedures for a remote civil jury trial. The pilot project established by this administrative order extends until August 12, 2022, unless extended by the Court.

## **II. EFILING IN THE SUPREME COURT AND RELATED EDUCATION SESSION**

The Supreme Court is going live with the Odyssey case management system and electronic filing through Odyssey File & Serve (OFS) on **Tuesday, August 17, 2021**. The Supreme Court eFiling Guide is available on the Electronic Filing page of the judiciary website.

<https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing>

If you have questions about OFS, please email the judiciary at [JUD.EFileSupport@vermont.gov](mailto:JUD.EFileSupport@vermont.gov)

There will be a remote education session on the changes to the appellate and eFiling rules associated with the Supreme Court implementation on **Tuesday, August 31, 2021**, from 12:00-1:30 p.m. Information on how to join is included below. If you have any questions, please contact Emily Wetherell, Deputy Clerk, at [emily.wetherell@vermont.gov](mailto:emily.wetherell@vermont.gov)

Event address for attendees:

<https://vtcourts.webex.com/vtcourts/onstage/g.php?MTID=e53fa2317c78dda7868ac2060c253db41>  
Event Number: 179 420 7087

Event Password: RULES

## **III. IMPORTANT NOTICE TO ALL ATTORNEYS LICENSED IN VERMONT**

Attorney licensing is implementing a new online [Attorney Portal](#) that went live on **May 17, 2021**. Vermont attorneys will be able to conduct their licensing business, such as requesting certificates of good standing and submitting a certification of completion of a MCLE makeup plan, through this Portal. All attorneys must review the [Attorney Portal User Guide](#) (especially pages 1 through 7) prior to registering and logging in to the Attorney Portal for the first time, as that Guide contains important instructions for the first-time use of the Portal.

**Attorneys renewing this year must renew their license through the Attorney Portal.** If you are due to renew your license this year but have not, you should have received several reminder emails. You should register with the [Attorney Portal](#), verify your bar number, and submit your attorney licensing statement as soon as possible. If you do not do so by August 17, your license will be subject to administrative suspension.

## **IV. ODYSSEY FILE & SERVE AND PUBLIC PORTAL INFORMATION**

As of April 1, 2021, there is a new eFiling use fee structure for users of Odyssey File & Serve (OFS). The new per case fee is \$14 per filer or firm, payable upon a party's first filing after April 1, 2021. This replaces the previous \$5.25 fee per envelope model. The Judiciary encourages all practitioners and others interested to learn more at [www.vermontjudiciary.org/efiling](http://www.vermontjudiciary.org/efiling)

Currently, all trial courts, the Environmental Division, and the Judicial Bureau are using Odyssey and accepting electronic filings through Odyssey File & Serve. Please use the following links to access Odyssey electronic filing and portal systems and for more information.

**Odyssey File & Serve.** Odyssey File & Serve (OFS) is the platform through which you will electronically file with the courts. To access OFS, please visit <https://vermont.tylerhost.net/ofsw eb> You can access user guides through the “User Guides” link in the “Self Help” window. You can also access docket-specific user guides and a new Frequently Asked Questions on the judiciary’s website at <https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing> For technical support regarding Odyssey File & Serve, please contact Tyler Technologies at 800-297-5377 or [efiling.support@tylertech.com](mailto:efiling.support@tylertech.com)

If you have procedural questions about OFS, please email the judiciary at [JUD.EFileSupport@vermont.gov](mailto:JUD.EFileSupport@vermont.gov)

**Odyssey Public Portal.** The Odyssey Public Portal allows you to view your case files. To access the portal, please visit <https://publicportal.courts.vt.gov/Portal/> Before you can view your case files, you must first register in the portal and then request elevated access. The Public Portal User Guide contains instructions on how to register and request elevated access. You can read the user guide on our website at <https://www.vermontjudiciary.org/about-vermont-judiciary/public-portal>

For technical support regarding the Public Portal, please contact the Vermont Judiciary’s HelpDesk at [Jud.helpdesk@vermont.gov](mailto:Jud.helpdesk@vermont.gov) When emailing, please write “**Public Portal**” in the subject line.

## **Efiling Training Opportunities**

**Watch a pre-recorded efilings training webinar from the Vermont Judiciary.** The judiciary’s NG-CMS project team recorded a demonstration of how to use Odyssey File & Serve that you can view here: [https://www.youtube.com/watch?v=ke2ouMDK4VQ&feature=emb\\_title](https://www.youtube.com/watch?v=ke2ouMDK4VQ&feature=emb_title)

**Practice setting up your firm and submitting filings.** For hands on practice, you can create your firm, register users, and begin filing practice cases in the Vermont “**Stage**” environment. Be sure that the web address includes the word “stage” (<https://vermont-stage.tylerhost.net/ofsw eb>). The Stage environment is available any time. Please note that submissions will only be reviewed periodically, so you may not get a timely response on whether your practice submissions have been accepted. The Stage environment is available now only for familiarity and direct hands-on experience and is not a substitute for registering on the actual efilings site when you are ready.

## **V. FILING OF EXHIBITS**

Per the 2020 Vermont Rules for Electronic Filing, all electronically filed documents (including exhibit lists and exhibits) must be submitted in PDF format. It is recommended that the exhibit list be filed in Odyssey File & Serve (OFS) as a “Lead Document” and that any PDF exhibits be filed as attachments to that exhibit list.

Multimedia files that cannot be converted to PDF format should be submitted by nonelectronic means on a CD, DVD, or USB flash drive (aka thumb drive) and can be mailed or delivered to the court. It is recommended that filers indicate this on the exhibit list being filed in OFS. Please note that while the courts are equipped to view common multimedia formats (such as .mp3, .mp4, .mpeg, .mov, .wmv files), the filer will have to provide compatible player software if an exhibit is in a proprietary multimedia format.

Finally, please remember that regardless of how an exhibit is filed, it is the filer's responsibility during a hearing to present the exhibits. During remote hearings, this means the filer must either assure that all witnesses have been provided with the marked exhibits in advance and have them available to view; or be able to share his or her screen to allow all participants to view the exhibit. If the exhibit is a video or audio file, the litigant must be prepared to play it during the hearing.

## VI. MISCELLANEOUS

### *a. Court Forms*

Court forms are constantly being updated. Please refer to the judiciary website for the most up-to-date forms, <https://www.vermontjudiciary.org/court-forms>

Please use the link below to report any form question, concern or issue <http://www.vermontjudiciary.org/website-feedback-form> or you can access our Website Feedback program at the bottom of each web page.

### *b. Obligation under A.O. 41*

Attorneys are reminded that an "attorney must report to the State Court Administrator within thirty days any change of the office mailing or electronic mail address" and that "[n]otice sent to a reported address is sufficient even if not received by the attorney because of failure to report the proper address or failure of delivery not caused by the court." A.O. 41, § 4(c). To update changes in your contact information, please access your attorney account with the [Attorney Portal](#)

To ensure you continue to receive these emails, please add [JUD.AttyLicensing@vermont.gov](mailto:JUD.AttyLicensing@vermont.gov) and [JUD.CAOMemotoBar@vermont.gov](mailto:JUD.CAOMemotoBar@vermont.gov) to your Safe Senders list.

### *c. eCabinet Registration*

**Administrative Order No. 44** requires attorneys in active status to register up to three email addresses in **eCabinet** for purposes of receiving notices of hearing and other documents. *You may include staff email addresses in the three email addresses that you specify.*

If you have already registered in **eCabinet**, the email address(es) you provided as part of that process will be used.

If you have not already registered in **eCabinet**, please go to <https://efiling.eservices.crt.state.vt.us/> click **Register Now**, and follow the simple prompts. This website works best with Explorer. Attorneys will need their attorney license numbers to register. Helpful information about the Attorney Email Registration process is also available on the *Electronic Filing* page of the judiciary website at <https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing> Please contact [jud.helpdesk@vermont.gov](mailto:jud.helpdesk@vermont.gov) or call the Helpdesk at 802-828-4357 with any questions in the meantime.

You are also reminded that you are required to update the email address(es) and other contact information you have registered as soon as there are any changes, including changes to staff email addresses you may have included with your registration. To revise the information, please go to

<https://efiling.eservices.crt.state.vt.us/> log into **eCabinet**, click “**Account**,” choose “**My Profile**,” and make the necessary changes to your contact information.

Updating information in the [Attorney Portal](#) or in **eCabinet** does not automatically notify the other. It is your responsibility to update both. If you are a member of the Vermont Bar Association, you will also need to separately notify the VBA.