

**SUPREME COURT OF VERMONT  
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**TO:** Members of the Vermont Bar

**FROM:** Scott Griffith, Interim State Court Administrator

**RE:** Important News, Promulgated and Proposed Rules, Odyssey File and Serve and Public Portal Information, Filing of Exhibits & Other Miscellaneous Info

**DATE:** May 10, 2022

For your information, please find:

- *Vermont Judiciary Professional Responsibility Program Seeks Contract Counsel for Special Appointments Admission and Licensing Applications*
- [AO 49 Amendment - Declaration of Judicial Emergency and Changes to Court Procedures 5-09-22](#)
- [Order Abrogating Rule 18\(d\) of the Vermont Rules of Probate Procedure](#)
- [Promulgation Order Making V.R.C.P. 80.11 Permanent](#)
- [Promulgation Order Amending Rule 11\(c\) of the 2020 Vermont Rules for Electronic Filing](#)
- [Order Amending Rule 6\(e\) of the Vermont Rules of Civil Procedure and Rule 26 and 31\(a\) of the Vermont Rules of Appellate Procedure](#)
- [Promulgation Order Amending V.R.A.P. 25](#)
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- [Proposed Order Amending Rules 5, 6\(a\)\(4\), and 79.1 of the Vermont Rules of Probate Procedure](#)
- [Proposed Order Amending Rules 1.2\(c\), 1.6, 1.15A, 3.1, 4.4, 5.3, 5.5, 8.3, and 8.4 of the Vermont Rules of Professional Conduct](#)
- *Odyssey File and Serve and Public Portal Information*
- *Filing of Exhibits*
- *Miscellaneous*

## **I. IMPORTANT NEWS**

- a. *Vermont Judiciary Professional Responsibility Program Seeks Contract Counsel for Special Appointments*

Disciplinary Counsel investigates and litigates attorney violations of the Vermont Rules of Professional Conduct. The State Court Administrator seeks proposals from Vermont-licensed Attorneys to serve by special appointment to specific matters. For further information, please review this announcement:

<https://www.vermontjudiciary.org/sites/default/files/documents/Recruit%20contract%20counsel%20PRB.pdf>

*b. Admission and Licensing Applications*

The Office of Attorney Licensing is now accepting most admission and licensing applications, including pro hac vice applications, only through Vermont's eFiling system. Some of the necessary updated application forms (including an updated pro hac vice application) can be found on the [Attorney Licensing](#) section of the Judiciary's website. Updated applications for admission are made available by the NCBE. Instructions on how to file these applications can be found in the [Attorney Licensing eFiling Guide](#).

## II. PROMULGATED RULE AMENDMENTS

*a. [AO 49 Amendment - Declaration of Judicial Emergency and Changes to Court Procedures 5-09-22](#)*

This Order was promulgated on **May 9, 2022, effective immediately**.

Paragraph 2 of Administrative Order 49 is amended to extend its effective date to August 31, 2022. The Judiciary continues to respond to the COVID-19 pandemic by amending provisions of the order as necessary. Paragraphs 5(d) and 7(b), concerning limited-entry courthouses, are amended to authorize the Court Administrator in consultation with the Chief Superior Judge to limit in-person hearings and in-person access to buildings with limited air-flow systems. The affected locations and any associated restrictions on in-person hearings or in-person access will be provided on the Vermont Judiciary website. Paragraph 15(c), concerning internal committees, boards, and commissions is amended to remove the prior prohibition on in-person meetings. Committees are still authorized to meet remotely. Paragraph 16, which concerned venue, is deleted. The Chief Superior Judge and superior judges have sufficient authority under existing statutes and rules to respond to any venue-related issues stemming from the pandemic. Finally, ¶ 24 is deleted effective June 20, 2022. This paragraph amended Vermont Rule of Civil Procedure 68 to extend use of the offer-of-judgment rule to plaintiffs. The Court has since promulgated a permanent amendment to Rule 68, which will become effective June 20, 2022.

The full text of Administrative Order 49 and other updates regarding COVID-19 and court operations are available at [<https://www.vermontjudiciary.org/about-vermont-judiciary/covid-19-and-court-operations>]

*b. [Order Abrogating Rule 18\(d\) of the Vermont Rules of Probate Procedure](#)*

This Order was promulgated on **May 9, 2022, effective July 11, 2022**.

Rule 18(d) previously indicated that V.R.F.P. 6 and 6.1 governed the representation of attorneys and guardians ad litem in proceedings under 14 V.S.A. Chapter 111. Because representation by guardians ad litem and attorneys are now covered by V.R.P.P. 80.9 and 80.10, rather than by V.R.F.P. 6 and 6.1, Rule 18(d) is abrogated.

c. [Promulgation Order Making V.R.C.P. 80.11 Permanent](#)

This Order was promulgated on **May 9, 2022, effective July 11, 2022.**

Rule 80.11, which provides procedures for expedited actions, was originally adopted by the Supreme Court's order of June 15, effective August 15, 2016, with a sunset date of August 16, 2019. The rule is now made permanent.

By order of April 30, 2018, the Court ordered the rule, as amended, to be continued and directed the Advisory Committee on the Rules of Civil Procedure to continue to review its operation and to advise the Court whether it should be further revised or made permanent. The Committee discussed the rule at several recent meetings. A Vermont Bar Association membership survey conducted on behalf of the Committee, indicated that, although the expedited action procedure provided by Rule 80.11 is not used extensively, it is generally viewed as useful and effective, with no significant suggestions for revision. After review and discussion of the survey results, the Committee voted unanimously to recommend to the Court that V.R.C.P. 80.11 as presently constituted be promulgated as a permanent rule effective not later than August 31, 2022.

d. [Promulgation Order Amending Rule 11\(c\) of the 2020 Vermont Rules for Electronic Filing](#)

This Order was promulgated on **May 9, 2022, effective September 6, 2022.**

The amendment to Rule 11(c) conforms the rule to simultaneous amendments to V.R.C.P. 5(b)(2)(D), which requires efilers to serve discovery using the electronic filing system, unless the parties agree on an alternative method of service.

e. [Order Amending Rule 6\(e\) of the Vermont Rules of Civil Procedure and Rule 26 and 31\(a\) of the Vermont Rules of Appellate Procedure](#)

This Order was promulgated on **May 9, 2022, effective September 6, 2022.**

V.R.C.P. 6(e) and V.R.A.P. 26(c) are simultaneously deleted. As most recently amended in 2018, Rule 6(e) provided:

(e) **Additional Time After Certain Kinds of Service.** When a party may or must act within a specified time after being served and service is made under Rule 5(b)(2) (mailing), (3) (leaving with the clerk), or (4) (sending by electronic means), 3 days are added after the period would otherwise expire under Rule 6(a).

Deleting these provisions is overdue, given the general simplification of counting time that occurred when the "day is a day" method of counting was adopted in 2018 and the widespread use of service by electronic means, either through OFS or by email.

V.R.A.P. 26(d)(1) is amended to extend the maximum time limits to which filing times for briefs may be extended by stipulation. Under subparagraph (1)(A), the extension for the appellant's principal brief is increased from 30 to 40 days. The extension for appellee's principal brief is increased from 21 to 30 days, and that for reply briefs is increased from 14 to 21 days. These time

limits are identical to those in the Federal Rules of Appellate Procedure, which were put in place when the federal three-day rule was eliminated for electronic filing. Now that electronic filing has been adopted for appeals to the Vermont Supreme Court, and the three-day rule is being eliminated by simultaneous deletion of V.R.C.P. 6(e) and V.R.A.P. 26(c), the longer time periods are appropriate for Vermont.

Rule 31(a) is amended to extend the serving and filing times for principal and reply briefs. Under paragraph (1), the time for the appellant's principal brief is increased from 30 to 40 days. The time for appellee's principal brief is increased by paragraph (2) from 21 to 30 days, and that for reply briefs is increased by paragraph (3) from 14 to 21 days.

f. [Promulgation Order Amending V.R.A.P. 25](#)

This Order was promulgated on **May 9, 2022, effective September 6, 2022.**

The amendment to V.R.A.P. 25 is made in conjunction with the amendments to V.R.C.P. 5 regarding email filing and service. V.R.A.P. 25(a)(1) and (2), regarding filing of documents, is deleted. Amended 25(a)(1) instead states that filing must be made as provided in V.R.C.P. 5(e) and the 2020 Vermont Rules for Electronic Filing. Incorporating the filing requirements of V.R.C.P. 5(e) will provide consistency across different dockets and predictability. The service requirements of V.R.C.P. 5 are already incorporated into the appellate rule.

The amendment also deletes V.R.A.P. 25(a)(2)(B), which previously provided: "A brief or printed case is timely filed if mailed or delivered to the carrier on or before the last day for filing." Given the implementation of electronic filing in the Supreme Court and the concurrent implementation of filing by email, the provision is outdated. To the extent the purpose of the exception for briefs is to give parties the maximum time to complete their briefs, simultaneous amendments expand the deadlines for these filings from 30 to 40 days for an appellant's principal brief, from 21 to 30 days for an appellee's principal brief, and from 7 days to 14 days for a reply brief.

g. [Promulgation Order Amending V.R.Cr.P. 45 \(a\)\(4\)\(A\) and \(e\)](#)

This Order was promulgated on **May 9, 2022, effective September 6, 2022.**

The amendments to Rule 45 are part of a larger project to update rules regarding filing and service across all divisions. The amendment to Rule 45(a)(4)(A) clarifies that when email filing is permitted email filings are timely when made at any time prior to midnight on the last day specified for required action. This conforms with a simultaneous amendment to V.R.C.P. 6(a)(4).

The amendment also deletes V.R.Cr.P. 45(e), which previously allowed three additional days for filing after certain kinds of service. A simultaneous amendment deletes the provision from V.R.C.P. 6(e) and V.R.A.P. 26(c).

h. [Promulgation Order Amending V.R.C.P. 5, 6\(a\), 29, 79.1](#)

This Order was promulgated on **May 9, 2022, effective September 6, 2022.**

Rule 5 is amended at the request of the Supreme Court to make permanent certain provisions of

Administrative Order 49 that permit filing and serving documents by email in certain circumstances. In several places “paper” is changed to “document,” a word defined in the

Rule 5(a) is carried forward and sets forth the service requirement for all documents subsequent to the summons and complaint or for which the rules may provide another mode of service. New Rule 5(b)(1) defines the five methods of service—using the efilings system, email, delivery, mailing, and leaving with the clerk. New Rule 5(b)(2) sets forth five required or permitted methods of service. Subparagraph (2)(A) makes clear that service between electronic filers must be made through the electronic filing system, or by another method agreed between the parties, as provided in Rule 11(d) of the 2020 Vermont Rules for Electronic Filing.

New Rule 5(b)(2)(B) delineates the methods of service for nonelectronic filers, which includes self-represented parties or other participants that have not elected or are not required to electronically file. Those individuals may serve or be served by delivery, mailing, or commercial carrier. Email service may be made in three circumstances. First, email service can be used if a self-represented party files a notice of appearance and provides both an email address and consent to be served at the email in accordance with simultaneously amended Rule 79.1(d). Second, the parties may agree to service by email in a signed writing filed with the court. Last, if a non-filer does not have a valid physical or postal address, service can be made by email even if consent was not provided in the notice of appearance. The rule formerly allowed for service by leaving with the clerk where no address was known. Leaving with the clerk is now authorized by Rule 5(b)(2)(B)(iii) if no valid physical, postal, or email address is known. New Rule 5(b)(2)(D) pertains to service of discovery documents that are not filed with the court. Under this provision efilers must serve discovery documents by using the electronic filing system.

Revised Rule 5(e) has minor wording changes and is amended to allow unregistered self-represented parties and other participants to file by delivery, mail, commercial carrier, or email. There are standards for email filing in new Rule 5(e)(4). Rule 5(e)(5) specifies the filing date for documents depending on how they are filed.

New Rule 5(i) incorporates several definitions pertaining to filing and service from the 2020 Vermont Rules for Electronic Filing.

Rule 6(a)(4) is amended in conjunction with Rule 5(e)(5)(B) to specify that the last day for filing by email ends at midnight in the court’s time zone.

Rule 29 is amended to conform to concurrent changes in Rule 5 regarding service of discovery materials. Under new Rule 5(b)(2)(D), discovery between electronic filers must be made by using the electronic filing system unless the parties consent to service by another method such as through email or file sharing. Discovery on or by nonelectronic filers is made by mailing or delivery. Again, email or another method can be used if the parties agree.

Rule 79.1 is amended to clarify what is required from a self-represented party. Rule 79.1(d) requires self-represented parties to file and sign a Notice of Appearance for self-represented party, which is available on the judiciary website <https://www.vermontjudiciary.org/sites/default/files/documents/100-00265.pdf>. The form contains contact information to facilitate both service by other parties and notice by the court. The form also allows self-represented parties to consent to receive service by email. Even where a self-represented party does not consent to email service, the party may be served using an email

provided on a pleading if there is no known physical or postal address. This conforms to a contemporaneous amendment to Rule 5(b)(2)(B)(ii). Rule 79.1(e) and (h)(4) are amended to replace the word “paper” with “document.” Rule 5(i)(1) incorporates the broad definition of “document” from the 2020 Vermont Rules for Electronic Filing for purposes of filing and service. Rule 79.1(i), which required attorneys to provide an eCabinet registration number, is deleted as obsolete.

### **III. PROPOSED RULE AMENDMENTS**

**(NOTE: THE FOLLOWING AMENDMENTS HAVE BEEN PROPOSED AND HAVE NOT BEEN APPROVED BY THE SUPREME COURT.)**

a. [Proposed Order Amending Rules 9\(b\) and 9\(g\)\(1\) of the Vermont Rules for Family Procedure](#)

The proposed amendments to Rule 9(b) and (g)(1) add email addresses if available to the contact information that a litigant is required to file with the court.

Comments on these proposed amendments should be sent by **July 11, 2022**, to Hon. Michael Kainen, Chair of the Advisory Committee on the Rules for Family Proceedings, at the following address:

Hon. Michael Kainen, Chair  
[Michael.kainen@vermont.gov](mailto:Michael.kainen@vermont.gov)

b. [Proposed Order Adding V.R.F.P. 1.1](#)

Proposed Rule 1.1 implements the provisions of Chapter 52A of Title 33, Youthful Offenders, 2017, No. 72 (Adj. Sess.). Section 7 of Act 72 directs the Vermont Supreme Court to consider the adoption of appropriate rules. For the most part, the provisions of Rule 1.1 track the procedural provisions outlined in statute. The Supreme Court’s Advisory Committee on Family Rules concluded that the consolidation of these provisions into a rule would enhance consistency of practice in youthful offender proceedings.

Comments on these proposed amendments should be sent by **July 11, 2022**, to Hon. Michael Kainen, Chair of the Advisory Committee on the Rules for Family Proceedings, at the following address:

Hon. Michael Kainen, Chair  
[Michael.kainen@vermont.gov](mailto:Michael.kainen@vermont.gov)

c. [Proposed Order Amending Rules 5, 6\(a\)\(4\), and 79.1 of the Vermont Rules of Probate Procedure](#)

The proposed amendments to Rules 5, 6, and 79.1 track new provisions of V.R.C.P. 5, 6, and 79.1 regarding email filing and email service.

Comments on these proposed amendments should be sent by **June 10, 2022**, to Hon. Jeffrey Kilgore, Chair of the Advisory Committee on the Rules of Probate Procedure, at the following address:

Hon. Jeffrey Kilgore  
[Jeffrey.Kilgore@vermont.gov](mailto:Jeffrey.Kilgore@vermont.gov)

d. *Proposed Order Amending Rules 1.2(c), 1.6, 1.15A, 3.1, 4.4, 5.3, 5.5, 8.3, and 8.4 of the Vermont Rules of Professional Conduct*

The proposed amendment to Rule 1.2(c) would require that a client's consent to a limited scope representation to be confirmed in writing. A proposed new comment clarifies that, while the client controls the objectives of a representation, a lawyer does not violate any professional duty to the client by agreeing, for instance, to extensions of time or by affording professional courtesy to opposing counsel, parties, and witnesses while pursuing a client's objectives. An additional proposed amendment to a comment clarifies that a lawyer may counsel a client regarding the validity, scope, and meaning of Title 7, chapters 31 thru 39, regarding cannabis regulation, so long as the lawyer abides by the existing requirement of advising the client regarding the potential consequences of the client's conduct under related federal law and policy.

Proposed new paragraph 1.6(c)(3) clarifies that a lawyer does not violate Rule 1.6 by disclosing information relating to the representation of a client by making a confidential inquiry of bar counsel on matters related to that representation. Comment [11] is amended to conform to proposed new paragraph (c). A proposed amended to 1.6(c)(5) is added to track the ABA Model Rule and to allow lawyers to conduct limited conflict checks prior to and in the process of changing employment. Proposed new comments 16 and 17 address paragraph (c)(5).

Proposed 1.6(d) reflects that the modern practice of law includes possession of information related to the representation of client in many forms, including information that is stored electronically or digitally, and therefore clarifies that V.R.Pr.C. 1.6 applies to the electronic transmission and storage of information relating to a representation, and makes explicit that the duty under Rule 1.6 is broader than avoiding affirmative disclosures of information relating to the representation of a client.

Proposed new V.R.Pr.C. 1.15A(b), regarding use of pooled interest-bearing trust accounts, provides additional protection to clients and third persons for whom lawyers hold funds in trust. Proposed new paragraphs (c) and (d) clarify that it is not solely a lawyer or law firm's pooled interest-bearing trust accounts, more commonly referred to as "IOLTA accounts" or "client trust accounts," that are subject to compliance reviews and audits. New comments [1] to [3] are added to explain the limited appropriate uses of client trust accounts.

The proposed amendment to Rule 3.1 makes clear that a lawyer who is representing a client in a matter that could result in the client being placed on an order of hospitalization does not violate the rule by holding the State to its proof. The change conforms to the ABA Model Rule.

The proposed amendment to Rule 4.4(b), regarding inadvertent receipt of data, replaces "document" with "information" and at the same time moves what was stated in comment [2] into the body of the rule, thereby clarifying a lawyer's duties. Proposed comment [4] is added to clarify that Rule 4.4(b) is limited to a lawyer's ethical obligation. The rules of procedure might impose additional obligations or duties related to the receipt of documents or electronically stored information that were inadvertently produced.

The proposed new comments 3 and 4 to V.R.Pr.C. 5.3 regarding nonlawyer assistants are taken from the ABA Model Rules of Professional Conduct. The proposed comments address the fact that it has become increasingly common for lawyers to contract for services with persons and entities who are not employed by the lawyer or the lawyer's firm, including vendors who store information related to the representation of a lawyer's client. Lawyers must be mindful of the duty to ensure that nonlawyer assistants act in a way that comports with a lawyer's professional obligations and responsibilities.

The proposed addition of comment 22 to Rule 5.5, which concerns the unauthorized practice of law, addresses practice by lawyers working remotely. The proposed comment indicates that lawyers who are not admitted in Vermont may practice remotely in other jurisdictions while physically present in Vermont if they comply with a list of restrictions, including not holding themselves out as being admitted in Vermont. The proposal is consistent with an ABA opinion on lawyers working remotely and the decisions of several other jurisdictions.

The proposed amendment to comment [4] of Rule 8.3, regarding the reporting of misconduct, clarifies that inquiries of bar counsel are confidential and bar counsel is exempt from the reporting requirement of Rule 8.3 and must keep confidential all information related to inquiries and requests for guidance.

The proposed amendment to Rule 8.4, which defines professional misconduct, conforms the rule with the ABA Model Rule and harmonizes Rule 8.4(b)'s definition of "serious crime" with the definition of "serious crime" that appears in Administrative Order 9, Rule 21(c).

Comments on these proposed amendments should be sent by **July 11, 2022**, to Michael Kennedy, Bar Counsel, Professional Responsibility Program, at the following address:

Michael Kennedy, Bar Counsel  
[Michael.Kennedy@vermont.gov](mailto:Michael.Kennedy@vermont.gov)

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

All Superior Courts, including the Environmental Division, the Judicial Bureau, and the Supreme Court 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.

##### **Reminders for OFS Users:**

##### **1) PDFs must be "flattened" prior to efile through Odyssey File & Serve**

With the increased use in electronic signature tools, it is important for OFS filers to remember that all PDFs must be flattened prior to filing in OFS. In order to eFile a form-fillable PDF or a PDF that has been electronically signed, you must first save them as a flat file. Otherwise, the filing will fail and you will need to refile.

Follow the steps below to "flatten" a completed PDF:

1. Open the completed PDF.
2. Right click on document and select Print. NOTE: if document opens in Adobe, Select File and select Print.

3. Select the PDF printer. (The Adobe PDF printer is installed automatically with Adobe Acrobat. Numerous free PDF printer drivers are available for download from the Internet.)
4. Select OK.
5. Specify location to save the printed, "flattened" version of the form.
6. Select Save

- 2) Attorneys must select the party they represent as the "person responsible for fees" in the Fee section of the filing process. Additionally, when the attorney represents more than one party, attorneys should continue to select the same party as the "person responsible for fees"; otherwise, the attorney will incur an additional efilings use fee.

**Odyssey File & Serve.** Odyssey File & Serve (OFS) is the platform through which you electronically file with the courts. To access OFS, please visit <https://vermont.tylerhost.net/ofswb>

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 [www.vermontjudiciary.org/efiling](http://www.vermontjudiciary.org/efiling)

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.

## **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.

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.