

## E-Services Request for Case Party

*This form is intended for Case Parties (Plaintiff, Defendant, Petitioner, Respondent, etc.) seeking to register for online electronic case access through the Vermont Judiciary's **Public Portal** website. When completed and submitted, this form will be filed with the Court, into the case you have listed below.*

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

I am a party in case #: \_\_\_\_\_ Please include the suffix (i.e. fndm) if your case # contains this information.

*If you are a party in multiple cases, you only need to list **one** case. This form will be filed into the case listed.*

*Reference this same case number when prompted during the elevated access request process on the Public Portal.*

*\*Note: elevated remote access to Self-Represented Litigant case parties is NOT available in Juvenile cases.*

My role in that case is ☐ Plaintiff ☐ Defendant ☐ Petitioner ☐ Respondent ☐ Other \_\_\_\_\_

My email address for E-Services is \_\_\_\_\_

**I request online access to my case(s) through the Vermont Judiciary Public Portal.**

*Must check each box:*

- ☐ I understand that this requires additional steps to register and request access on the site at <https://publicportal.courts.vt.gov/Portal/>.
- ☐ I understand that the email address listed above must be the one used for Public Portal registration, and that if I change my email address and/or seek to register using a different email address I must re-register and submit new documentation to the court.
- ☐ I understand that I am responsible for the use of my account including any misuse resulting in improper disclosure of non-public information.

*Note: Registration for the services above does not grant access to eFiling, which is a separate registration process.*

*See [www.vermontjudiciary.org](http://www.vermontjudiciary.org) for more details.*

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Physical Mailing Address Line 1

\_\_\_\_\_  
Physical Mailing Address Line 2

\* You may electronically sign this document by placing **/s/** before the typewritten name as defined in 9 V.S.A. § 271(9).

Example - **/s/ John Doe**

You may also use an electronic facsimile, a scanned copy or another form of electronic signature as defined in 9 V.S.A. § 271(9)