



Vermont Attorney Portal User Guide

V1.6 July 2021

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About this Guide

These instructions are for attorneys currently admitted and licensed in Vermont, who may begin using the Attorney Portal for submitting licensure paperwork as of May 17, 2021.

Separate instructions will be provided for new admissions applications, bar exam participants and other users when those functions are launched as part of the phased rollout of the Attorney Portal.

Note: During the initial launch of the Attorney Portal and the phased rollout of additional functionality, it is anticipated that this guide will be subject to frequent substantive updates. It is therefore not recommended to print hard copies of this guide, but rather to refer as needed to the online version on www.vermontjudiciary.org which will be kept current with ongoing updates.

About the Attorney Portal

The Vermont Attorney Portal is a new website that will eventually be used by all attorneys and applicants to the bar for a variety of purposes related to their professional licensure.

Beginning May 17, 2021, existing attorneys may register on the Attorney Portal in order to submit licensing statements, CLE documentation, status change requests and other matters related to their licensure. The Attorney Portal will also allow attorneys to self-update their contact information in the statewide court case management system.

The Attorney Portal is being launched in phases based on different categories of users. Existing attorneys may begin using it now, and it is anticipated that bar exam participants and new applicants for admission will begin using the Attorney Portal in Summer 2021 (exact dates TBD).

Important Information About Registration -Please Read!

Registration Email Address: Initial registration should be done with an attorney's **personal email address**, and not a professional firm/agency email address. The email address used for registration will become the attorney's permanent username for logging in to the Attorney Portal, regardless of whether the attorney changes their professional email address in the case management system multiple times throughout their career.

- It is also important to note that the Attorney Portal is connected to the same registration database as Odyssey File and Serve, so an attorney **can not register with the same email address** used to previously register for an Odyssey File and Serve eFiling account.

Update after Registering: Upon initial registration, the attorney's personal email address will be transferred into Odyssey as the attorney's current known email. Therefore, **an important step immediately after registering** for all attorneys will be to go into the "MANAGE" button in the Profile section of the Attorney Portal and update their email to the professional email address they want to be listed in Odyssey. It is important to keep this email up to date, as this is the email address that will be used by the Court Administrator for bar communication. This email address is not currently used for service and notifications from the court.

eNotices and eService: The Judiciary is working on new and enhanced functions that will allow attorneys to manage and self-update their own email addresses for notifications from the court (hearing notices, judge's orders, etc), but these features are not yet live, **so until further notice attorneys must also continue to update email addresses in eCabinet.** Attorneys should also be clear that **neither eCabinet registration nor registration on the**

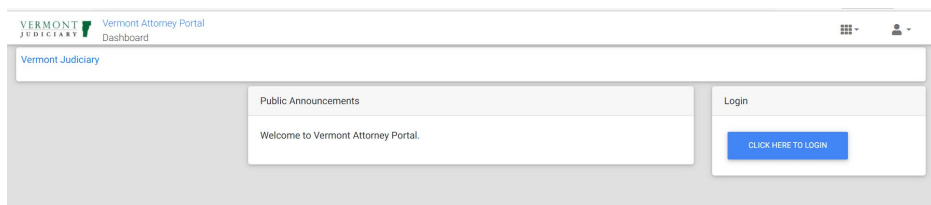
Attorney Portal impacts service of filings from opposing parties through Odyssey File and Serve, which is controlled through Service Contacts in the eFiling system.

Connection between Attorney Portal and Odyssey File and Serve: All attorneys registering on the new Attorney Portal should understand that the Attorney Portal website is integrated “behind the scenes” with the Odyssey File and Serve (eFiling) system. Registering on the Attorney Portal actually creates an account in the Odyssey File and Serve system (a second account for most attorneys who already have a filing account used for litigation).

- This is why registration confirmation emails for the Attorney Portal are labeled as Odyssey File and Serve registration confirmations.
- The account is a new and different account. It does not overwrite or change anything on an attorney’s existing eFiling account, which can still be accessed by ensuring that the attorney is logging in with their original credentials used for filing.
- Both sets of credentials (the original professional eFiling credentials and the newly created credentials from the Attorney Portal) will allow an attorney to log into Odyssey File and Serve, but the attorney licensing credential-based account should never be used for filing into trial court cases. When filing into court cases, attorneys should ensure they are logged into Odyssey File and Serve with their original filing account, and not with the credentials from attorney licensing.
- If an attorney is trying to file into a court case and finds that they are logged into Odyssey File and Serve with their attorney licensing account, they should log out of the site and log back in with their original professional filing account.
- The only reason an attorney would ever need to log into Odyssey File and Serve with their licensing credentials would be to view a receipt from something submitted through the Attorney Portal (such as a renewal or certificate request). These will be found in the accepted filing history section.

Registration Steps:

1. Navigate to the Attorney Portal login screen at <https://vermont.tylerhost.net/TylerFamis/> and click the login button.



2. Click “Register” at the bottom of the login box.

Login

Username

Password

The Password field is required.

[FORGOT PASSWORD](#) [REGISTER](#) [LOGIN](#)

3. Completed all required fields in the registration screen and click “register”.

First Name *

VT

Middle Name

Last Name *

AttnyTest

Email Address *

odytest555vt@gmail.com

Confirm Email Address *

odytest555vt@gmail.com

Telephone Number

Street Address Line 1 *

123 Main Street

Street Address Line 2

City *

Big Town

State *

VT

Zip Code *

05032

Password must be at least eight (8) characters with one (1) lower case letter, one (1) upper case letter, and one (1) number or symbol.

Password *

Password *

Confirm Password *

Security Question *

why?

Security Answer *

[Click here to view the Terms of Use and Terms and Conditions Disclaimer.](#)

I have reviewed and accept the Terms of Use and Terms and Conditions Disclaimer.

[CANCEL](#) [REGISTER](#)

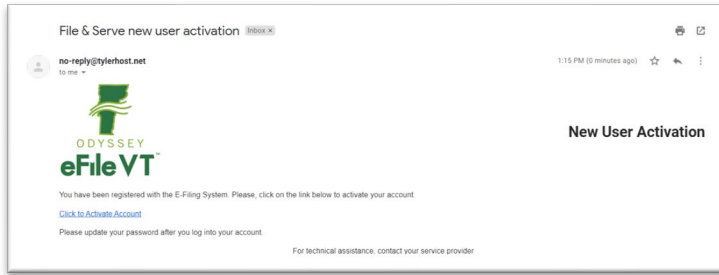
4. A “Registration Successful” message will appear, directing you to check your email for a validation link.

✓ **Registration Successful**
You should receive an email shortly at odytest555vt@gmail.com.

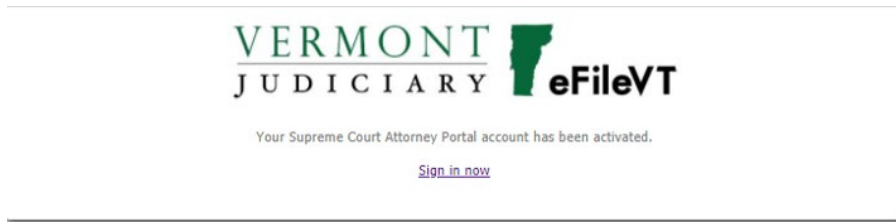
[Click the link in the email to verify your account. After that, \[CLICK HERE TO LOG IN\]\(#\)](#)

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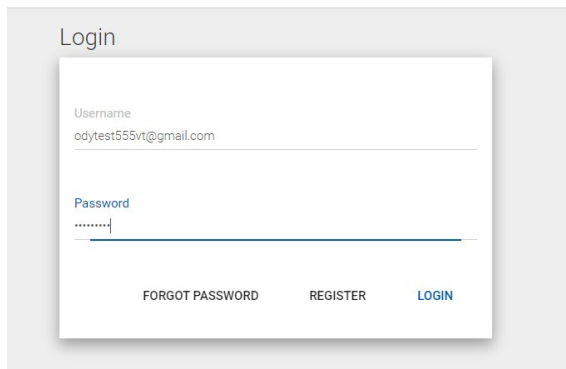
5. Open the email called “File and Serve new user activation” (depending on email account settings, check in your junk/spam folders if you don’t see it). Click on the link that says “Click to Activate Account”.



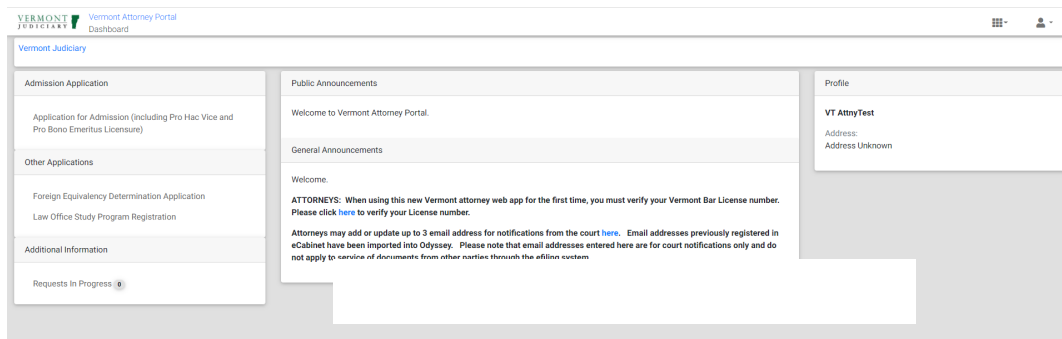
6. A message will display confirming that your account is activated. Click “Sign in Now”.



7. Enter your username (email address) and password and then click “Login”.



8. The Attorney Portal homepage will open up. Under General Announcements, click on the link to verify your bar license #.



9. Complete all required fields and click “verify”.

Enter Bar Number (Existing Attorneys Only)

Please enter your information and click verify.

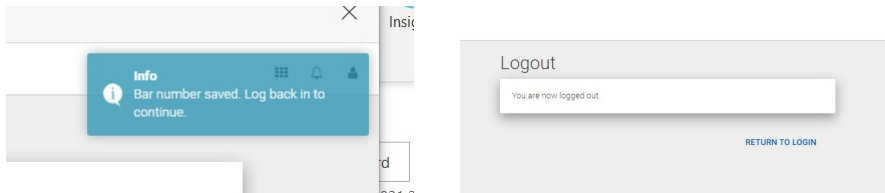
First Name: _____ Last Name: _____

Birth Date (MM/DD/YYYY): _____ Bar Number: _____
MM/DD/YYYY

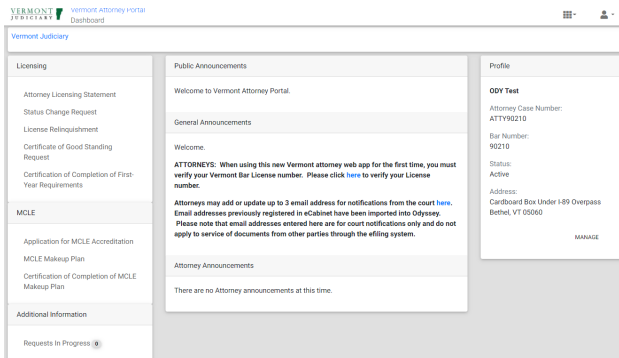
I certify that the bar number, name, and birth date shown above are mine.

[VERIFY](#) [CANCEL](#)

10. A message will pop up saying your bar number has been saved. You will be automatically logged out of the site. Click “return to login” and log in again.



11. The Attorney Portal will now open up to the full dashboard, and you will see your attorney profile on the right side:

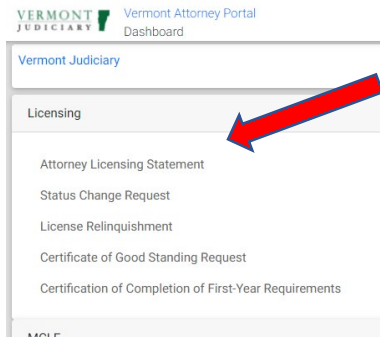


12. **Click the “manage” button** at the bottom of the Profile section. Upon initially registering, an attorney’s personal email address (the one used for registration) will be listed as the current known email address in Odyssey. **Attorneys should immediately click “manage” under profile** and update the primary email address to the professional email address they want associated with them for communications from the Court Administrator. Doing this will not change the attorney’s login/username on the Attorney Portal- the username always remains the original email that was used during registration.

- a. Telephone and mailing address may also be updated in the profile to whatever professional contact information should be associated with them for case-related matters. A separate section in the lower right allows an attorney to also update their home/permanent address, which does not get entered or displayed anywhere in Odyssey.

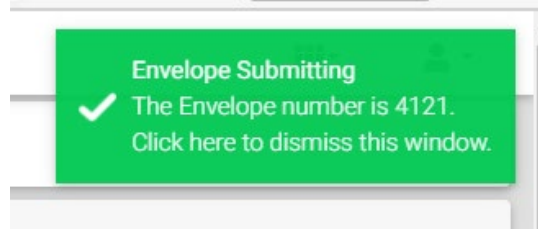
Completing the Attorney Licensing Statement

1. Log in to Attorney Portal Account.
2. Select “Attorney Licensing Statement” from left-side menu.



3. Complete all required interview questions in order
 - a. Licensing and MCLE Details:
 - i. Select Active, Inactive or Pro Bono Emeritus status for the upcoming 2 year reporting period.
 - ii. Indicate whether relevant MCLE requirements have been met for the current reporting period. If you indicate No, you will be required to also fill out a MCLE make up plan.
 - b. Admission in Other Jurisdictions: If you are admitted to practice in other jurisdictions you must list them here.
 - c. IOLTA Account Information: If you indicate that you have a pooled interest-bearing account you will be required to provide information about that account.
 - d. Holding of Funds or Property: You must acknowledge if you hold funds or property for a client or third party.
 - e. VBF Opt-In: Check the box to indicate opting-in to donate to the VT Bar Foundation
 - f. Volunteer Opportunities: Check any boxes for areas of volunteering in which you are interested.
 - g. Certificate and Signature: Read the required certifications and then type your signature.
 - h. Summary Screen: Documents are generated and may be reviewed. Fees to be charged will be displayed. If changes are needed, click “return to interview” at the bottom to go back and edit. If all looks correct click “submit documents” on lower right.
 - i. *Note: the number of total documents will vary depending on selected answers to the questions in the interview. Additional documents generated as part of the interview are procedural in nature based on configuration requirements and are not considered formal independent submissions.*
 - i. Submit payment: You will be prompted to enter a credit card or eCheck account. You can enter a one time payment or create a re-usable payment account. In addition to licensure fees, system use fees and credit card convenience fees may apply. See additional details in “Fees” section below.

- j. The browser will direct you back to the Attorney Portal Home page and you will see an envelope submission message confirming that your filing has been submitted.



Completing a Status Change Request

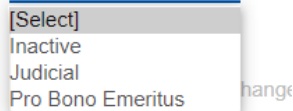
This form is only for requesting a status change in the middle of a reporting period. If you are trying to renew your license and wish to change your status for the next reporting period, you must use the Attorney Licensing Statement (see page 6).

1. Log in to Attorney Portal Account.
2. Select “Status Change Request” from left-side menu.
3. Current Status will be displayed. Select requested new status from dropdown.

Current Licensing Status: Active

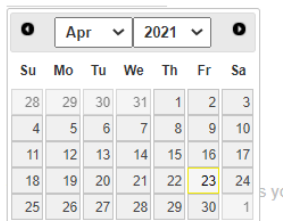
Licensing Status Requested *

[Select]



4. Enter desired date of status change. Click on the field to open a calendar picker box

Desired Date of Status Change *



5. Answer additional questions if prompted (varies depending on status requested).
6. Type your name on the electronic signature line then click “next” on the lower right.
7. Summary Screen: Documents are generated and may be reviewed. If changes are needed, click “return to interview” at the bottom to go back and edit. If all looks correct click “submit documents” on lower right.
 - a. Fees to be charged will be displayed on the summary screen. Please note: \$14 Tyler system use fee will only be charged for the attorney’s first filing through the Attorney Portal, but may it appear to be displaying again on this summary screen for subsequent filings. Users who have already paid the \$14 fee on a previous filing *through the Attorney Portal* (not through their regular eFiling account onto cases) should be advised

that this fee will not actually be charged, and will be zeroed out when the submission is processed.

8. Submit payment if required. See additional details in “Fees” section below.
9. The browser will direct you back to the Attorney Portal Home page and you will see an envelope submission message confirming that your filing has been submitted.

Relinquishing a License

1. Log in to Attorney Portal Account.
2. Select “License Relinquishment” from left-side menu.
3. Read all acknowledgements and certifications on the form, then type your name on the line provided to serve as a signature.
4. Click “next” on the lower right.
5. Summary Screen: Documents are generated and may be reviewed. If changes are needed, click “return to interview” at the bottom to go back and edit. If all looks correct click “submit documents” on lower right.
 - a. Fees to be charged will be displayed on the summary screen. Please note: \$14 Tyler system use fee will only be charged for the attorney’s first filing through the Attorney Portal, but may it appear to be displaying again on this summary screen for subsequent filings. Users who have already paid the \$14 fee on a previous filing *through the Attorney Portal* (not through their regular e-filing account onto cases) should be advised that this fee will not actually be charged, and will be zeroed out when the submission is processed.
6. Submit payment if required. See additional details in “Fees” section below.
7. The browser will direct you back to the Attorney Portal Home page and you will see an envelope submission message confirming that your filing has been submitted.

Requesting a Certificate of Good Standing or Certificate Suitable for Framing

1. Log in to Attorney Portal Account.
2. Select “Certificate of Good Standing Request” from left-side menu.
3. Select type of certificate requested (regular certificate of good standing or certificate suitable for framing).
 - a. **A Certificate of Good Standing** is a form of proof of admission and good standing used for various official purposes. It will certify that an attorney is not suspended or disbarred and is current on licensing fees and CLE credits. The Certificate will also include the attorney's date of admission. A Certificate of Good Standing will not include disciplinary history.
 - i. Select the number of certificates requested (cost is \$3 each)
 - ii. Indicate whether you want the certificate(s) sent to a third party (only one 3rd party address allowed – certificates cannot be sent to multiple places), and if so, indicate that 3rd party name and address.

- b. **A Certificate Suitable for Framing** is designed for display in a frame and includes the text

“Be it Remembered that at the [Month] Term, [Year] of the Honorable Supreme Court of the State of Vermont [A. Attorney], Esquire was, agreeably to the rules of said Court, admitted and sworn as an Attorney and Counselor at Law of said court, and as such was duly enrolled, on the [Day] day of [Month], [Year].”

- i. Enter your name exactly as you’d like it to appear on the certificate.
 - ii. Enter the number of certificates you are requesting (cost is \$20 each)
- 4. Type your name on the signature screen and then click “next” in the lower right.
- 5. Summary Screen: Documents are generated and may be reviewed. If changes are needed, click “return to interview” at the bottom to go back and edit. If all looks correct click “submit documents” on lower right.
 - a. Fees to be charged will be displayed on the summary screen. Please note: \$14 Tyler system use fee will only be charged for the attorney’s first filing through the Attorney Portal, but may it appear to be displaying again on this summary screen for subsequent filings. Users who have already paid the \$14 fee on a previous filing *through the Attorney Portal* (not through their regular efileing account onto cases) should be advised that this fee will not actually be charged, and will be zeroed out when the submission is processed.
- 6. Submit payment if required. See additional details in “Fees” section below.
- 7. The browser will direct you back to the Attorney Portal Home page and you will see an envelope submission message confirming that your filing has been submitted.

Certifying Completion of First Year Requirements

- 1. Log in to Attorney Portal Account.
- 2. Select “Certification of Completion of First Year Requirements” from left-side menu.
- 3. Select which type of certification you are submitting:
 - a. **Certification of Completion of First Year CLE Requirement**
 - i. Read all acknowledgements and type name for signautere, then click “next” on lower right
 - b. **Certification of Completion of First-Year Mentorship Requirement**
 - i. Read all acknowledgements
 - ii. Enter name of supervising attorney or judge
 - iii. Upload mentorship checklist in PDF format
 - iv. Type name in signature field and click “next” on lower right.
- 4. Summary Screen: Documents are generated and may be reviewed. If changes are needed, click “return to interview” at the bottom to go back and edit. If all looks correct click “submit documents” on lower right.
 - a. Fees to be charged will be displayed on the summary screen. Please note: \$14 Tyler system use fee will only be charged for the attorney’s first filing through the Attorney Portal, but may it appear to be displaying again on this summary screen for subsequent

filings. Users who have already paid the \$14 fee on a previous filing *through the Attorney Portal* (not through their regular efilings account onto cases) should be advised that this fee will not actually be charged, and will be zeroed out when the submission is processed.

5. Submit payment if required. See additional details in “Fees” section below.
6. The browser will direct you back to the Attorney Portal Home page and you will see an envelope submission message confirming that your filing has been submitted.

Application for MCLE Accreditation

1. Log in to Attorney Portal Account.
2. Select “Application for MCLE Accreditation” from left-side menu.
3. Read the Notice about fees and click “next”
4. Complete required fields about the Sponsoring Organization and then click “next”
5. Complete required fields about the Program Information and then click “next”
6. Upload Supporting Documents including (1) program time schedule or agenda, (2) table of contents or equivalent, and (3) faculty names and credentials. *All information can be combined into one document, or multiple documents can be uploaded.* Click “next”.
7. Type name in signature field and click “next”.
8. Summary Screen: Documents are generated and may be reviewed. If changes are needed, click “return to interview” at the bottom to go back and edit. If all looks correct click “submit documents” on lower right.
 - a. Fees to be charged will be displayed on the summary screen. Please note: \$14 Tyler system use fee will only be charged for the attorney’s first filing through the Attorney Portal, but may it appear to be displaying again on this summary screen for subsequent filings. Users who have already paid the \$14 fee on a previous filing *through the Attorney Portal* (not through their regular efilings account onto cases) should be advised that this fee will not actually be charged, and will be zeroed out when the submission is processed.
9. Submit payment if required. See additional details in “Fees” section below.
10. The browser will direct you back to the Attorney Portal Home page and you will see an envelope submission message confirming that your filing has been submitted

Fees

- A. **Attorney licensing fees** are set forth in Administrative Directive No. PG-6, available at [Attorney Licensing | Vermont Judiciary](#), and are as follows:

Bar Admissions:

- | | |
|---|--------------|
| o Application for admission by examination: | \$300 |
| o Late fee: | \$50 |
| o Application for admission without examination: | \$800 |
| o Application for admission by transferred UBE score: | \$525 |
| o Nonapproved Law School Equivalency Determination: | \$50 deposit |

Notes:

- Applicants must pay all fees associated with completing the National Conference of Bar Examiners' Standard Character & Fitness Application. The fee is paid directly to the NCBE.
- Examinees who use laptops on the examination must pay an additional fee directly to the company that licenses the exam software.
- Each application fee includes a nonrefundable \$50 administrative fee.
- An applicant will be required to pay the costs of an equivalency determination that exceed the deposit.

Law Office Study Program

- o First time registration of law office study: \$200
- o Fee for filing of each six-month report: \$100

Attorney Licensing Fees (Per Licensing Cycle)

- o Active \$420
- o Inactive \$170
- o Pro Bono Emeritus \$75
- o Judicial \$0
- o Reinstatement/Late Fee \$100
- o CLE Makeup Plan \$50

System Use Fees

The Attorney Portal utilizes the same underlying programming as Odyssey File & Serve, and fees are configured to work the same way. However, an attorney's Attorney Portal account

- a. There is a one-time \$14 system fee charged for each attorney the first time they utilize the attorney portal to submit licensing documentation. Subsequent filings will not incur the charge again.
 - i. Please Note: the \$14 charge may appear on the Summary screen of subsequent filings under an attorney's Attorney Portal account, but if the fee has already been paid, it will not actually re-assess, and will be zeroed out when the submission is processed and it checks the database for the previous payment.
- b. There is a convenience fee of 2.89% of the total fee paid to Chase Bank for credit card processing, and a \$1.00 convenience fee for eCheck processing.

Printing a Receipt

To print a receipt from the portal:

1. Log in to the OFS site (<https://vermont.tylerhost.net/ofsw eb>) with Attorney Portal Credentials.
2. Under 'Filing Activity' on Dashboard, select 'Accepted'.
3. Find envelope for which receipt is needed.
4. Select small 'Actions' dropdown next to envelope listing.

5. Select 'View Envelope Details'.
6. Click 'View Receipt.' Receipt can be printed or saved as PDF.

Help and Support

Questions about the Attorney Portal or about attorney licensing in general should be directed to the Attorney Licensing Office at JUD.attylicensing@vermont.gov.

Please do not contact courthouse staff or the main Judiciary helpdesk about the Attorney Portal, since neither will currently be able to assist with Attorney Portal- related questions.

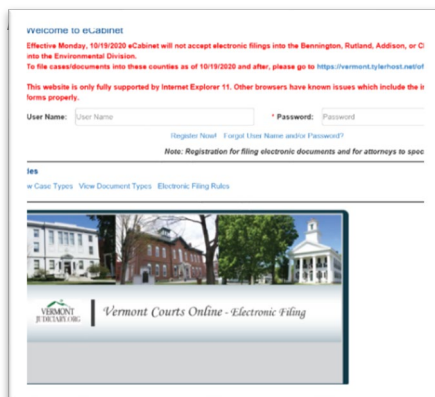
Please also see the many resources related to attorney licensing posted at [Attorney Licensing | Vermont Judiciary](#).

Appendix: Managing Login Credentials for Attorneys

In light of the increasing technical obligations related to legal practice in Vermont, including registration on a number of platforms and systems, the following summary is offered for clarity and guidance:

As the Vermont Judiciary continues evolving toward a paperless electronic court system, attorneys have an obligation to maintain **four** different online account registrations for varying purposes. Three of the registrations are important for attorneys as practitioners while one is necessary for maintaining professional licensing. This document describes the four systems and their purposes within which each attorney is required to maintain separate registrations. In short, attorneys are required to maintain registrations for filing cases and case documents, viewing case information, receiving case notifications and taking steps to maintain professional licensing.

1. **eCabinet:** *This is the legacy efilng system and although it no longer accepts case filings, at this time it continues to be used as the place for attorneys to register up to 3 email addresses to receive notices from the court. The Judiciary's long term plan is to retire eCabinet and centralize all registration procedures, but at this time attorneys continue to have an obligation to maintain registration and email information there. Registering email addresses in eCabinet only affects notifications from the court. It does not affect receipt of service through the efilng system and does not update email addresses in the attorney portal, the public portal or in the court's case*

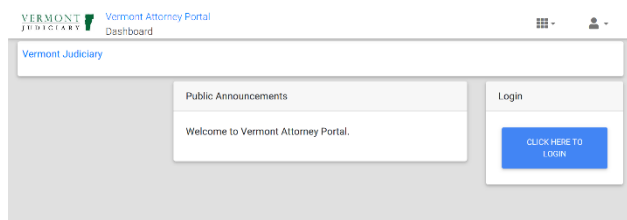


If you have not already registered in eCabinet, please go to <https://efiling.eservices.crt.state.vt.us/> click Register Now, and follow the simple prompts. Attorneys will need their attorney license numbers to register. Helpful information about the Attorney Email Registration process is also available 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 or call the Helpdesk at 802-828-4357 with any questions in the meantime.

2. **Vermont Attorney Portal** at <https://vermont.tylerhost.net/TylerFamis/ui/dashboard>

This new feature launching in May 2021 is where applicants to the Vermont Bar can apply for admission and where existing attorneys can submit documents and requests related to their professional licensure. Additional communication to the bar about the Attorney Portal will be forthcoming in Spring 2021. Existing attorneys will begin to use the site on May 15 and new bar applicants will begin to use it on August 1.

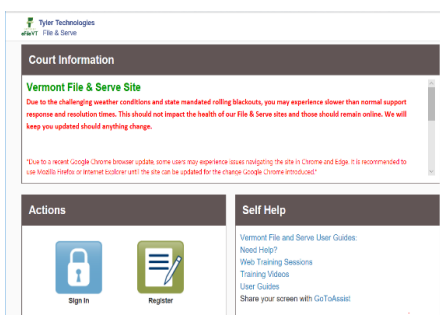
Note: The Attorney Portal requires use of a separate, personal email address for registration, other than an attorney's professional/employer-affiliated email address, since this registration will remain constant even if the attorney changes jobs. The system will not allow an attorney to register with the same email address used to register in Odyssey File and Serve for efilng.



Attorneys should also be aware that upon registering in the Attorney Portal, the personal email address used to register is automatically entered in Odyssey as the attorney's current known email address. Although the email address in Odyssey is not used for court notices at this time, it may be referenced at other times. Attorneys are advised to update the email address in Odyssey to their business email (through the "manage" button in the Profile section) as soon as they are registered and verified (doing so will not affect the personal email address still being used as the username for the login).

3. **Odyssey File and Serve** at <https://vermont.tylerhost.net/ofswweb>: This is the new efilng system currently in use in all units and divisions of the Superior Court as well as the Judicial Bureau. All attorneys are generally required to register, to use the system for court filings, and to maintain up to date "service contacts" through which to receive service from opposing parties.

There are several types of registration in Odyssey File and Serve; attorneys will generally register into a firm account, even if solo practitioners. Detailed instructions on creating a firm and registering into an existing firm are in the user guides section under "self-help" on the Odyssey File and Serve website and other instructional materials are also on <https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing>

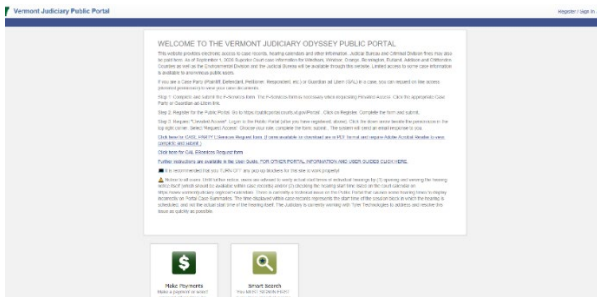


Note: Attorneys cannot register for an Odyssey File and Serve efilng account with the same email address used to register on the Attorney Portal. It is recommended

that attorneys use a personal email (not related to a firm or employer) for the attorney portal, and a professional email for their efilng firm account.

Registration does not automatically create a service contact on the public list; this is a separate step to be done after registration.

4. **Vermont Judiciary Public Portal** at <https://publicportal.courts.vt.gov/Portal/> : This is the site that provides access to case records including printable case summaries and document images for viewers with appropriate elevated access rights.



Any email address, including one also used for File and Serve or Attorney Portal, can be used to register on the Public Portal, and then to request appropriate elevated access. Detailed information and instructions are available in the Public Portal User Guide and other documentation at <https://www.vermontjudiciary.org/about-vermont-judiciary/public-portal>.

Help and Support for Different Platforms:

- eCabinet and Public Portal support is provided by the Judiciary Helpdesk at JUD.Helpdesk@vermont.gov.
- Odyssey File and Serve (efiling) system support is provided by Tyler Technologies (multiple contact methods offered in Help section of OFS website). Vermont-specific support is available at JUD.EFileSupport@vermont.gov
- Attorney Portal questions may be directed to Attorney Licensing at JUD.AttyLicensing@vermont.gov.