



Vermont Attorney Portal User Guide

V1.8 January 2022

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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 website that is used by all attorneys for purposes related to their professional licensure, such as license renewal, status change requests, and certification of first-year

requirements. Applicants to the bar must also register with the Attorney Portal in order to be able to submit an application through Odyssey File and Serve.

Registration and Bar Number Verification

Registration Email Address

Initial registration should be done with a **personal email address**, not a professional firm/agency email address. The email address used for registration with the Attorney Portal will become the person's permanent username for logging in to the Attorney Portal, regardless of whether the person changes their professional email address in the case management system multiple times throughout their career. If you already have an Odyssey File and Serve eFiling account used for litigation, you **cannot register with the same email address** used to previously register for that account.

Connection between the Attorney Portal and Odyssey File and Serve

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 an Odyssey File and Serve eFiling account used for litigation). This is why registration confirmation emails for the Attorney Portal are labeled as Odyssey File and Serve registration confirmations. People not licensed in Vermont who are submitting an application-related document can log into Odyssey File and Serve with their Attorney Portal account credentials to make the submission.

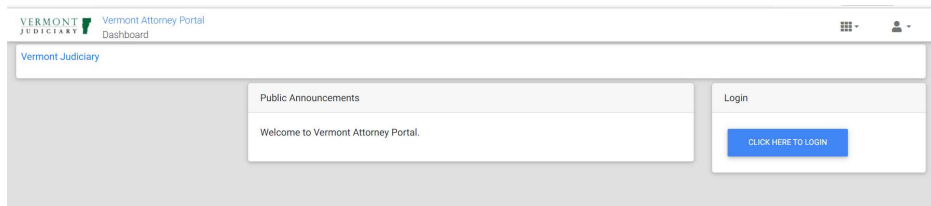
Specific Information for Attorneys Currently Licensed in Vermont

If you are a Vermont-licensed attorney and already have an Odyssey File and Serve eFiling account used for litigation, you should know the following:

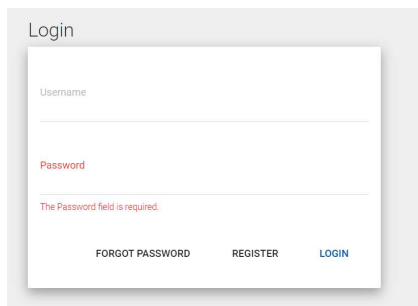
- The Odyssey File and Serve account created after registering on the Attorney Portal is a new and different account from your existing eFiling account. It does not overwrite or change anything on an existing eFiling account, which can still be accessed by logging in to Odyssey File and Serve with your original credentials used for eFiling.
- 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 Portal credential-based account should not be used for filing into court cases. When filing into court cases, attorneys should ensure they are logged into Odyssey File and Serve with their original eFiling account credentials and not with the credentials from the Attorney Portal.
- 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 Portal account credentials, they should log out of the site and log back in with their original professional eFiling account credentials.
- The only reason a Vermont-licensed attorney would need to log into Odyssey File and Serve with their Attorney Portal 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

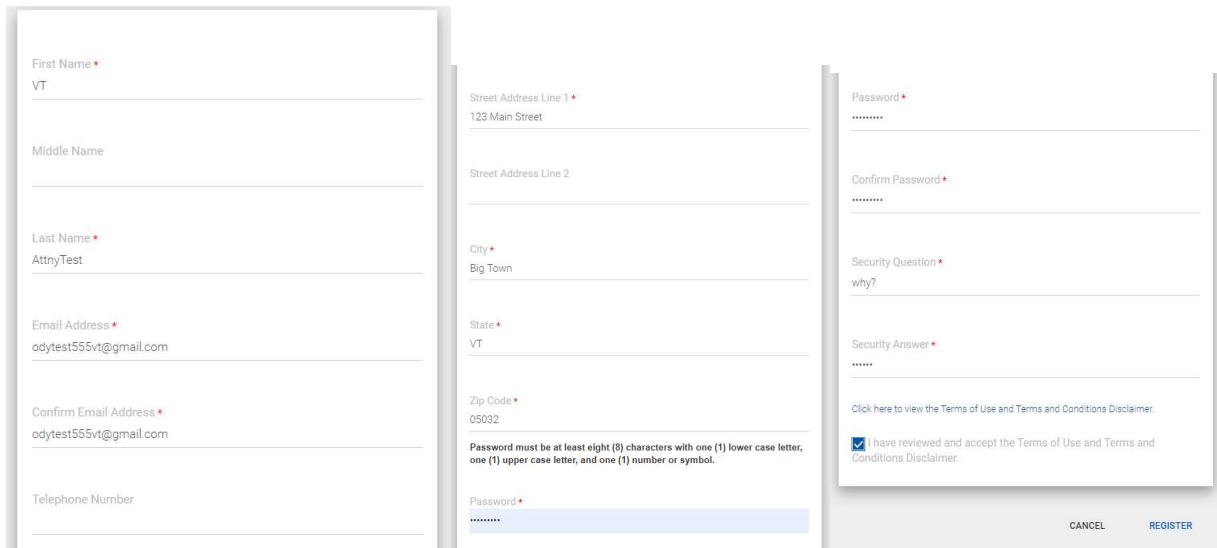
1. Navigate to the Attorney Portal login screen at <https://vermont.tylerhost.net/TylerFamis/> and click the login button.



2. Click "Register" at the bottom of the login box.



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

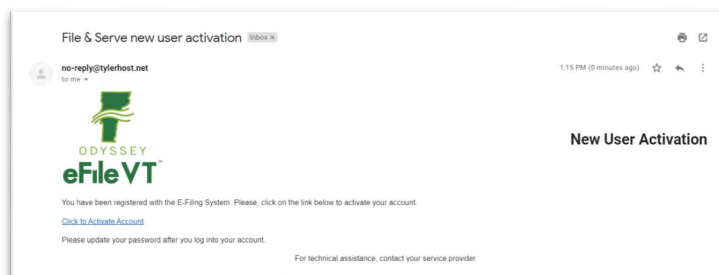


The registration form is divided into three main sections. The first section on the left contains fields for First Name (filled with 'VT'), Middle Name, Last Name (filled with 'AttnyTest'), Email Address (filled with 'odytest555vt@gmail.com'), Confirm Email Address (filled with 'odytest555vt@gmail.com'), and Telephone Number. The middle section contains fields for Street Address Line 1 (filled with '123 Main Street'), Street Address Line 2, City (filled with 'Big Town'), State (filled with 'VT'), Zip Code (filled with '05032'), and Password (with a strength indicator). The right section contains fields for Password (with a strength indicator), Confirm Password, Security Question (filled with 'why?'), and Security Answer. At the bottom right, there is a checkbox for 'I have reviewed and accept the Terms of Use and Terms and Conditions Disclaimer.' and two buttons: 'CANCEL' and 'REGISTER'.

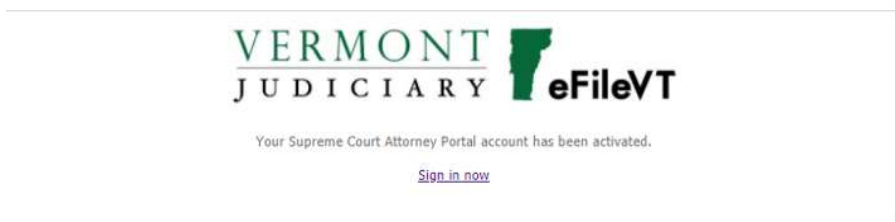
4. A “Registration Successful” message will appear, directing you to check your email for a validation link.



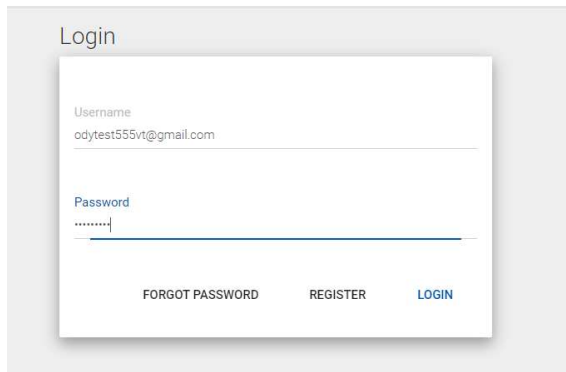
5. Open the email called “File and Serve new user activation” (depending on email account settings, check in your junk/spam folders if you don’t see it). Click on the link that says “Click to Activate Account”.



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”.



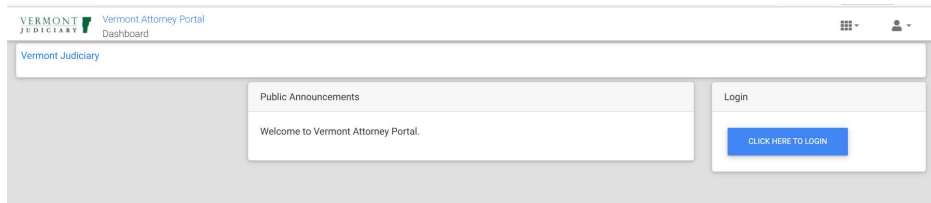
A screenshot of a login form titled "Login". It features two input fields: "Username" with the text "odytest555vt@gmail.com" and "Password" with masked characters ".....". Below the fields are three links: "FORGOT PASSWORD", "REGISTER", and "LOGIN".

8. The Attorney Portal homepage will open up.

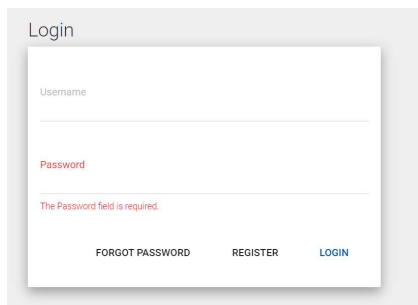
Bar Number Verification Steps (for attorneys currently licensed in Vermont)

If you are an attorney currently licensed in Vermont and registering with the Attorney Portal for the first time, after registering you will also need to complete the following steps:

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

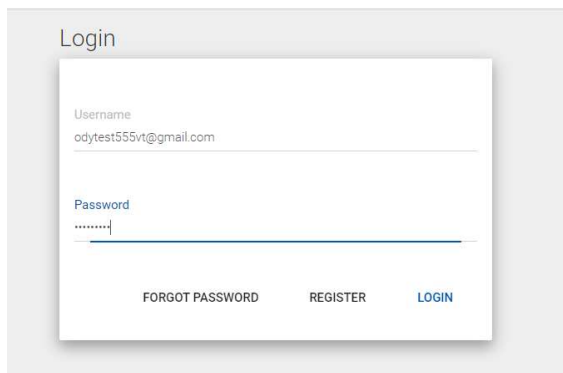


2. Click “Login” at the bottom of the login box.



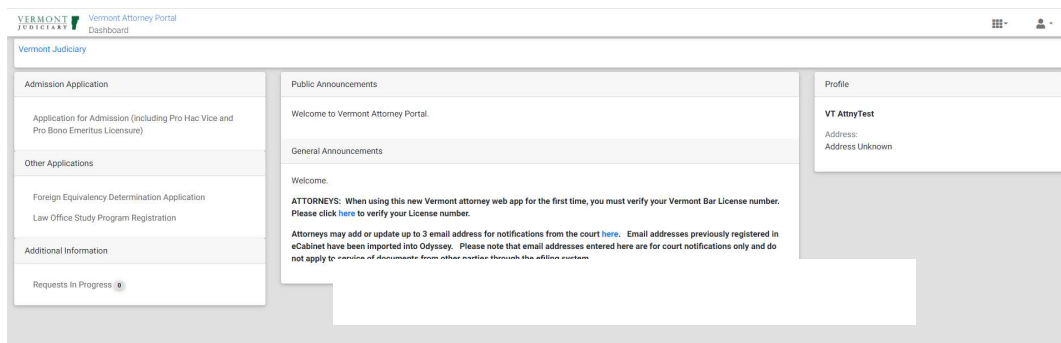
A screenshot of the login form with an error message. The "Password" field is highlighted in red with the text "The Password field is required." below it. The "FORGOT PASSWORD", "REGISTER", and "LOGIN" links are at the bottom.

3. Enter your Attorney Portal username (personal email address) and password and click “Login”.



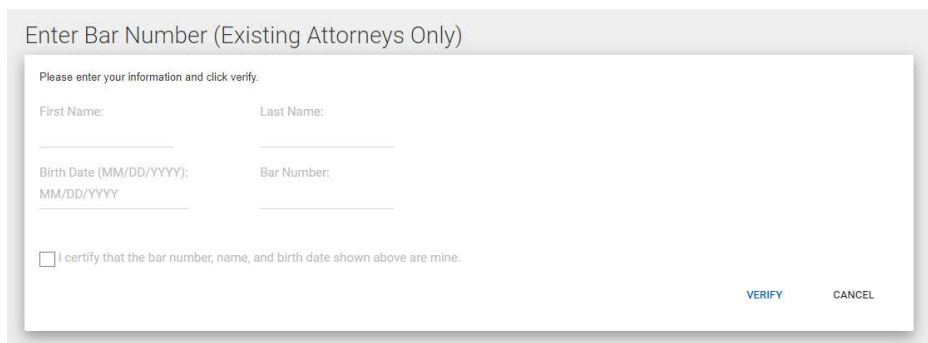
The screenshot shows a login form titled "Login". It has two input fields: "Username" with the text "odytest555vt@gmail.com" and "Password" with a masked password "*****". Below the fields are three buttons: "FORGOT PASSWORD", "REGISTER", and "LOGIN".

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



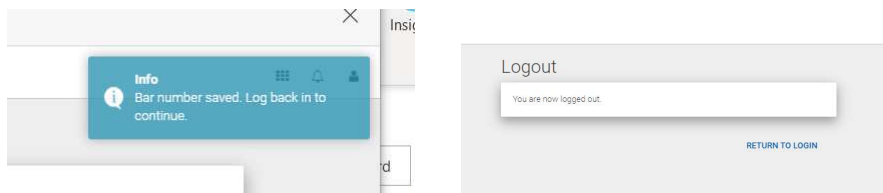
The screenshot shows the Vermont Attorney Portal Dashboard. The left sidebar contains links for "Admission Application", "Other Applications", "Additional Information", and "Requests In Progress". The main content area has a "Public Announcements" section with a "Welcome" message and a link to "verify your License number". The right sidebar shows a "Profile" section with the name "VT AttnyTest" and "Address Unknown".

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



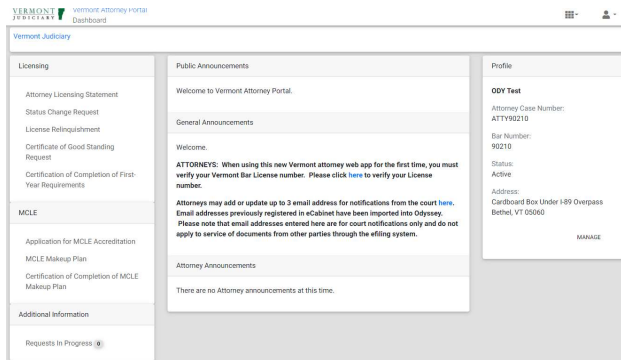
The screenshot shows a form titled "Enter Bar Number (Existing Attorneys Only)". It asks the user to "Please enter your information and click verify." and has fields for "First Name", "Last Name", "Birth Date (MM/DD/YYYY)", and "Bar Number". There is a checkbox for "I certify that the bar number, name, and birth date shown above are mine." and two buttons: "VERIFY" and "CANCEL".

6. 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.



The screenshot shows two overlapping windows. The foreground window is a blue notification box that says "Info Bar number saved. Log back in to continue." The background window is a "Logout" screen that says "You are now logged out." and has a "RETURN TO LOGIN" button.

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



8. 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 transferred into Odyssey as the person’s current known email. Therefore, **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.
 - a. Doing this will not change the attorney’s login/username on the Attorney Portal. The Attorney Portal username always remains the original email that was used during registration.
 - b. 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.

NOTE: The email address in the Attorney Portal profile is not currently used for service and notifications from the court. 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.

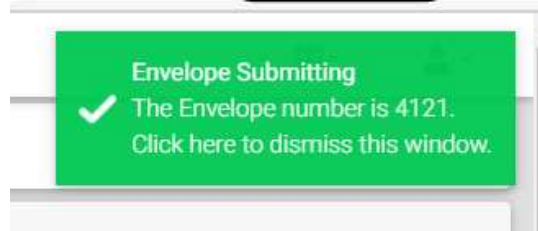
Completing the Attorney Licensing Statement to renew your license

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]

[Select]

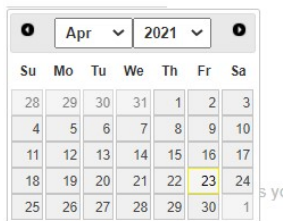
Inactive

Judicial

Pro Bono Emeritus

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 efilng 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 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.
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 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.
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

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 and Serve, and fees are configured to work the same way.

- a. There is a one-time \$14 system fee charged for each person 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/ofswweb>) 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 Office of Attorney Licensing 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](#).

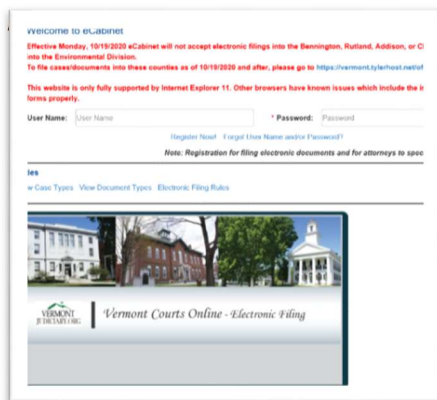
Appendix: Managing Login Credentials for Attorneys

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.

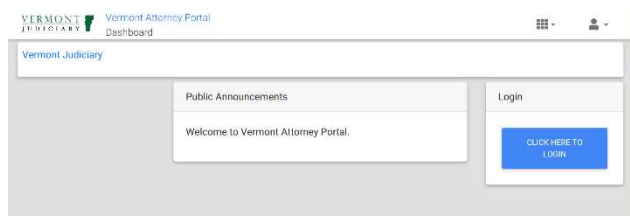
1. **eCabinet:** *This is the legacy eFiling system and although it no longer accepts case filings, at this time it continues to be used as the place for attorneys to register up to 3 email addresses to receive notices from the court. The Judiciary's long term plan is to retire eCabinet and centralize 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 eFiling 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 eFiling.

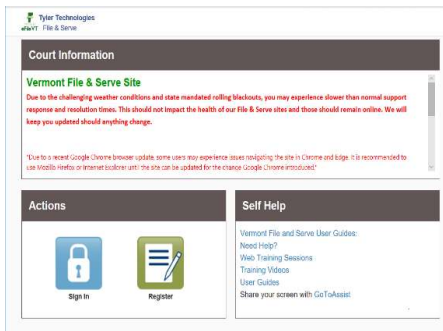


Attorneys should also be aware that upon registering in the Attorney Portal, the personal email address used to register is automatically entered in Odyssey as the attorney's current known email address. Although the email address in Odyssey is not used for court notices

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/ofswb>: 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.

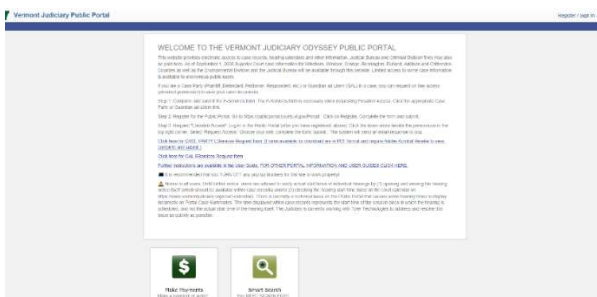
There are several types of registration in Odyssey File and Serve; attorneys will generally register into a firm account, even if solo practitioners. Detailed instructions on creating a firm and registering into an existing firm are in the user guides section under “self-help” on the Odyssey File and 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.