



ADMINISTRATIVE ORDER NO. 45

PROMULGATED ON 3-30-12; AS AMENDED ON 3-15-21

DELIVERY OF NOTICES OF HEARING AND OTHER COURT DOCUMENTS BY E-MAIL

§ 1. Authorization for Delivery to Attorneys by Superior Courts.

Pursuant to V.R.C.P. 77(d), V.R.Cr.P. 56(d), V.R.P.P. 77(d), and other rules incorporating those requirements, all units and divisions of the superior courts are authorized to send hearing notices, orders, and other documents to attorneys using the email addresses registered under Administrative Order 44.

§ 2. Authorization for Delivery to Attorneys by Judicial Bureau and Supreme Court.

The Supreme Court and the Judicial Bureau are authorized to send hearing notices, orders, and other documents to attorneys using the email addresses registered under Administrative Order 44.

§ 3. Authorization for Delivery to Attorneys by Judicial Boards.

The judicial boards, including the Professional Responsibility Board, the Board of Bar Examiners, and the Judicial Conduct Board, and panels of those boards, are authorized to send hearing notices, orders, and other documents to attorneys using the email addresses registered under Administrative Order 44.

§ 4. Other Individuals and Self-Represented Litigants.

The Superior Court, the Supreme Court, the Judicial Bureau, and the judicial boards may send notice by electronic mail to self-represented litigants and other individuals, such as interpreters, guardians ad litem, masters, receivers, neutrals, and governmental units, if the self-represented litigant or other individual registers with eCabinet and provides written notice to the court in a particular case. Attorneys, who are required to register under Administrative Order 44, may be sent notice by electronic mail under §§ 1-3 even if the attorney is proceeding as a self-represented litigant in a particular case.

§ 5. Presumption of Delivery.

A document delivered in the body of an email, or as an attachment to an email, pursuant to this administrative order is presumed delivered when the e-mail is sent from the court.