

TO: ALL JUSTICE PARTNER AGENCIES

RE: ELEVATED ACCESS TO COURT INFORMATION IN THE JUDICIARY'S NEW CASE MANAGEMENT SYSTEM

As of March 2st, court case information for all case types in all divisions of the Windsor, Windham and Orange Units will no longer be available through VCAS and VT Courts Online. Justice partner agencies and organizations that currently have online case access through these sites based on Memoranda of Understanding with the Judiciary will need to read this memo and follow the required steps in order to register authorized staff users on the new public access site. *Existing access credentials from the old system will not automatically transfer over; all authorized users must re-register in the new system.*

The new site:

In conjunction with the launch of the Odyssey Case Management system in Windsor, Windham and Orange Units, the Judiciary has also launched a new website, the Vermont Judiciary Public Portal, which is available at <https://publicportal.courts.vt.gov/Portal/> and may also be accessed through a direct link from the Judiciary website homepage at www.vermontjudiciary.org. This site provides users with detailed case and party information as well as access to electronic images of case documents (filed documents and orders/notices issued).

Access to Civil Division and Judicial Bureau cases is available to all users including anonymous public users. Remote access to Criminal, Family and Probate Division requires elevated access permissions granted to specific registered Portal users.

Registration procedures:

1. Each partner agency or organization should submit, as soon as possible, the following things:
 - a. A list of all authorized staff members with names and email addresses. *The email address submitted must be the one used by the staff member to register on the Public Portal.*
 - b. A list of one or more designated agency contact persons who can be contacted as needed for verification questions about user access requests, and who will be responsible for providing updates to the Judiciary when new users must be added and when existing users' access must be terminated.

This initial information, as well as all future updates as described in (b) above, should be sent to the Judiciary Helpdesk (jud.helpdesk@vermont.gov).

2. After an agency has submitted this information, staff members may self-register on the Public Portal. For detailed information on registration, see the Public Portal User Guide (available via direct link from the Public Portal homepage). Each user must register individually- generic shared accounts may not be registered.
3. After completing self-registration, users may log in and request elevated access (see Public Portal user guide for detailed instructions on requesting elevated access). All agency users should select the "Agency/Justice Partner Access" role. They will be prompted to enter some basic information (name, organization, role).

4. A Judiciary Portal Administrator will review the access request and match the information provided with the previously submitted authorized user list.
5. When the access request has been approved, the user will receive a confirmation email, and may log in and begin accessing case information at that time.

Please Note:

- Case access via the Public Portal is currently only available for Windsor, Windham and Windsor Units. All other units may still be accessed through VCAS and VT Courts Online. Those sites will no longer have data from Windsor, Windham or Orange counties. The Judiciary is engaged in a phased regional rollout of the new system, and subsequent regions and units will also make the same transition within the coming year. Announcements will be posted regarding upcoming transition times.
- Case access through the Public Portal does not include access to electronic filing, which is through a separate website and registration process. The new electronic filing system is tentatively slated to launch in April 2020 for counties that have transitioned to Odyssey.