

TO: ALL LAW FIRMS AND LEGAL SERVICE ORGANIZATIONS

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. Attorneys and law office staff seeking access to cases in those counties will need to register for an account on the Vermont Judiciary Public Portal, available at <https://publicportal.courts.vt.gov/Portal/>. 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.

Attorneys and law office staff working for/with an attorney may request and be granted elevated remote access to cases in which the attorney is counsel of record.

Registering and requesting access is a one time procedure that will allow ongoing access to all other cases in which the attorney is also counsel of record.

Registration procedures for Attorneys:

1. Attorneys 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 attorney user must register individually- generic shared accounts within firms or offices are not allowed. *Important: registration must be completed using the same name, bar number and email address currently on file with the court.*
2. After completing self-registration, a user may request elevated access and select the desired role (attorneys will choose the "attorney" role). A Judiciary Portal Administrator will review and approve the request, at which point the user will receive a confirmation email that the account is now active.

Registration procedures for Legal Administrative and Support Staff:

3. Each firm or law office seeking to register support staff for Public Portal access 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 firm 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).

4. After a firm 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.
5. After completing self-registration, users may log in and request elevated access (see Public Portal user guide for detailed instructions on requesting elevated access). Users should select the "Legal Admin" role and must complete all required fields on the access request form.
6. A Judiciary Portal Administrator will review the access request and match the information provided with the previously submitted authorized user list.
7. 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 but will continue to provide case data from other regions. 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.