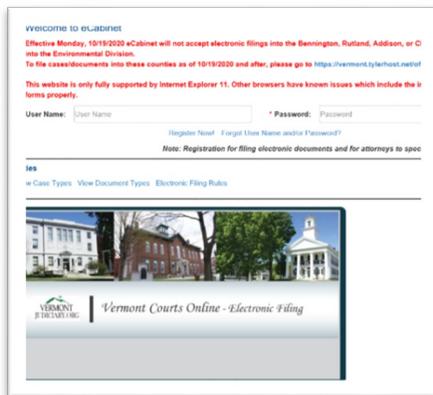


MANAGING LOGIN CREDENTIALS

FOR VERMONT ATTORNEYS

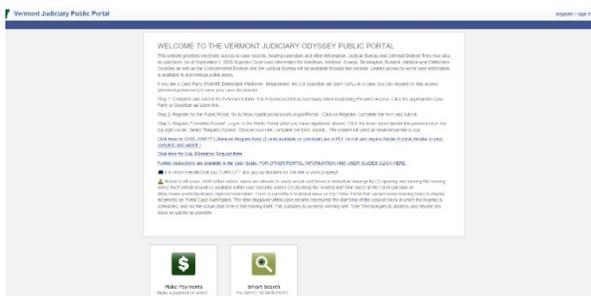
As the Vermont Judiciary continues evolving toward a paperless electronic court system, attorneys have an obligation to maintain **four** different online account registrations for varying purposes. Three of the registrations are important for attorneys as practitioners while one is necessary for maintaining 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 e filing 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 e filing system and does not update email addresses in the attorney portal, the public portal or in the court's case management system.*



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 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.

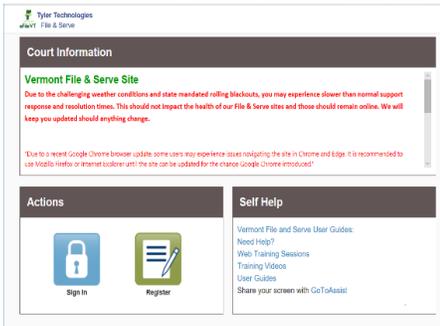


Any email address, including one also used for File and Serve or Attorney Portal, can be used to register on the Public Portal, and then to request appropriate elevated access. Detailed information and instructions are available in the Public Portal User Guide and other documentation at <https://www.vermontjudiciary.org/about-vermont-judiciary/public-portal>.

3. **Odyssey File and Serve** at <https://vermont.tylerhost.net/ofsweb/>: This is the new e filing 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>

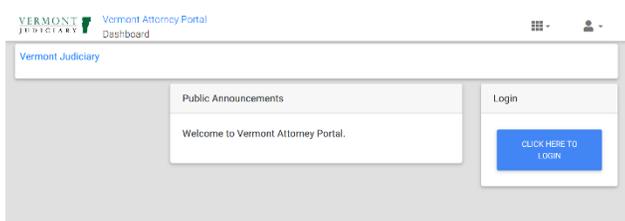


Note: Attorneys cannot register for an Odyssey File and Serve efilng account with the same email address used to register on the Attorney Portal. It is recommended that attorneys use a personal email (not related to a firm or employer) for the attorney portal, and a professional email for their efilng firm account. Please see additional information below in Attorney Portal section.

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

- 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. Existing attorneys will begin to use the site on May 15 and new bar applicants will use it beginning in August 2021.

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).

IMPORTANT ADDITIONAL DETAILS: The following section provides some additional important details about the connection between the **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 INSURING 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 INSURE 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 ATTORNEY SHOULD KNOW THEY ARE IN THE WRONG ACCOUNT BECAUSE THE NEWLY CREATED ACCOUNT WILL NOT HAVE A PAYMENT ACCOUNT OR A LEAD ATTORNEY TO CHOOSE.
- 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 LICENSING PORTAL (SUCH AS A RENEWAL OR CERTIFICATE REQUEST): THESE WILL BE FOUND IN THE ACCEPTED FILING HISTORY SECTION.

Help and Support:

- 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.