

MANAGING LOGIN CREDENTIALS

FOR VERMONT ATTORNEYS

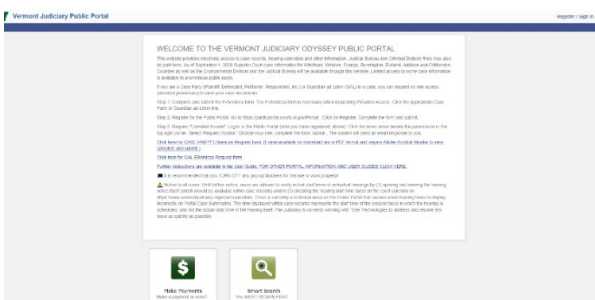
Attorneys have an obligation to maintain **four** different online account registrations for various purposes. Three of the registrations are important for attorneys as practitioners while one is necessary for maintaining professional licensing. This document describes the four systems and their purposes. In short, attorneys are required to maintain registrations for filing cases and case documents, viewing case information, receiving case notifications and maintaining professional licensing.

1. **eCabinet:** *This is the legacy eFiling system and although it no longer accepts case filings and will soon be retired, at this time it continues to be used as the email registration database for attorneys to receive notices from the court. Email addresses registered in eCabinet are used only for notifications of court-issued documents (orders, hearing notices, etc). eCabinet email registration does not affect service of filings from opposing parties through the eFiling system and does not update email addresses in the attorney portal, the public portal or in the court's case management system. Attorneys may register up to 3 email addresses for court notifications and may change and update those email addresses any time.*

The eCabinet site can no longer be accessed from most web browsers. In order to register email addresses in eCabinet or update an existing registration, attorneys should contact the Judiciary Helpdesk with the request in one of the 3 methods below. For whichever contact method is used, attorneys should provide their 4 digit Vermont bar license number and indicate clearly which email address(es) should be added or removed from their registration.

- Email JUD.Helpdesk@vermont.gov
- Telephone the Judiciary helpdesk at 802-828-4357
- Use the online form <https://www.cognitofrms.com/VermontJudiciary1/ECabinetRegistrationUpdate>

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.

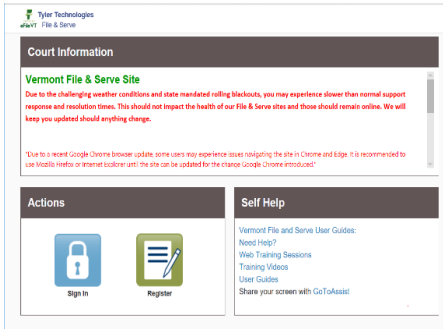


Any email address, including one also used for File and Serve or Attorney Portal, can be used to register on the Public Portal, and then to request appropriate elevated access. Detailed information and instructions are available in the Public Portal User Guide and other documentation at

<https://www.vermontjudiciary.org/about-vermont-judiciary/public-portal>.

3. **Odyssey File and Serve** at <https://vermont.tylerhost.net/ofswb>: *This is the eFiling system currently in use in all units and divisions of the Superior Court as well as the Supreme Court and 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>

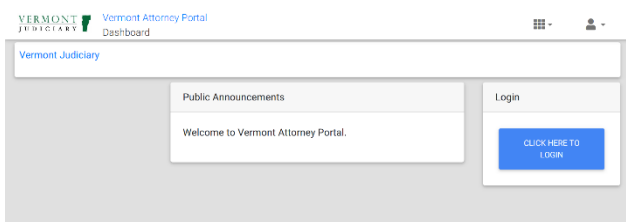


Note: Attorneys cannot register for an Odyssey File and Serve e-filing account with the same email address used to register on the Attorney Portal. It is recommended that attorneys use a personal email (not related to a firm or employer) for the attorney portal, and a professional email for their e-filing 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.

4. **Vermont Attorney Portal** at <https://vermont.tylerhost.net/TylerFamis/ui/dashboard> This site is where attorneys can submit documents and requests related to their professional licensure, including biennial license renewals, status change request, certificate of good standing requests and CLE documentation. Please note that some other licensure-related filings are made directly through Odyssey File and Serve; see instructions and guides at [Attorney Licensing | Vermont Judiciary](#).

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 e-filing.



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). Instructions are in the Attorney Portal user guide.

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 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 ENSURING THAT THE ATTORNEY IS LOGGING IN WITH THEIR ORIGINAL PROFESSIONAL CREDENTIALS USED FOR FILING.
- BOTH SETS OF CREDENTIALS (THE ORIGINAL PROFESSIONAL EFILING CREDENTIALS AND THE NEWLY CREATED CREDENTIALS WITH A PERSONAL EMAIL 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, AND WILL NOT BE CONNECTED TO THEIR FIRM ACCOUNT.
- AN ATTORNEY MAY (AND SHOULD), HOWEVER, USE THEIR ATTORNEY PORTAL CREDENTIALS TO LOG INTO ODYSSEY FILE AND SERVE FOR LICENSURE-RELATED FILINGS SUBMITTED DIRECTLY THROUGH ODYSSEY FILE AND SERVE RATHER THAN VIA THE ATTORNEY PORTAL. IN THIS SITUATION, THE ATTORNEY WILL NEED TO ADD A PERSONAL PAYMENT METHOD TO THEIR ACCOUNT.

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 the Odyssey File and Serve website). Vermont-specific user support for efiling procedural and business process issues is available at via the Judiciary's internal efiling support desk at JUD.EFileSupport@vermont.gov
- Attorney Portal questions may be directed to Attorney Licensing at JUD.AttyLicensing@vermont.gov.