

**SUPREME COURT OF VERMONT  
OFFICE OF THE COURT ADMINISTRATOR**

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**TO:** Members of the Vermont Bar

**FROM:** Teri Corsones, Esq., State Court Administrator

**RE:** Promulgated and Proposed Rules, Court Administrative Directive TC-1, Position Announcement, Odyssey File and Serve and Public Portal Information, Filing of Exhibits & Other Miscellaneous Info

**DATE:** August 17, 2022

For your information, please find:

- [\*AO 49 Amendment - Declaration of Judicial Emergency and Changes to Court Procedures\*](#)
- [\*Promulgation Order Amending Administrative Order No. 3\*](#)
- [\*Promulgation Order Amending Administrative Order No. 38\*](#)
- [\*Promulgation Order Amending Rules 9, 33.1., and 34 of the Vermont Rules of Appellate Procedure\*](#)
- [\*Promulgation Order Amending Rules 5, 6\(a\)\(4\) and 79.1 of the Vermont Rules of Probate Procedure\*](#)
- [\*Emergency Promulgation Order Amending Rule 24\(d\) of the Vermont Rules of Criminal Procedure\*](#)
- [\*Proposed Order Amending Rule 13.E of Administrative Order No. 9\*](#)
- [\*Proposed Order Amending Rule 66 of the Vermont Rules of Probate Procedure\*](#)
- [\*\*COURT ADMINISTRATOR DIRECTIVE TC-1\*\*](#)
- *Vermont Judiciary Seeks Vermont Licensed Attorneys to Serve as Hearing Panel Counsel for the Professional Responsibility Program on a Contract Basis*
- *Odyssey File and Serve and Public Portal Information*
- *Filing of Exhibits*
- *Miscellaneous*

**I. PROMULGATED RULE AMENDMENTS**

- a. [\*AO 49 Amendment - Declaration of Judicial Emergency and Changes to Court Procedures\*](#)

This Order was promulgated on **August 9, 2022**. Many of the Order's provisions are deleted, effective **September 6, 2022**, when permanent rules or policies go into effect. The Order will otherwise remain in effect until **September 30, 2022**, to allow permanent rules to go into effect for the few remaining provisions.

The Vermont Supreme Court adopted Administrative Order 49 in March 2020, to amend procedures and adapt processes to protect public health while meeting its critical role in administering justice. Since then, AO 49 has been periodically amended (and considerably shortened) to reflect changing circumstances. A number of the measures included in AO 49, particularly regarding remote hearings and email filings, have proven beneficial to court users. In conjunction with input from the public and from the legal community, the Court has undertaken a process of adopting policies and promulgating permanent rules, where appropriate, so that the remaining measures in AO 49 could either be phased out or incorporated in permanent rules.

Most of the now-remaining provisions in AO 49 will be deleted, effective September 6, 2022, when permanent rules or policies regarding those measures to be maintained will take effect. Otherwise, only the provisions regarding remote hearings in the judicial bureau, oral arguments at the Supreme Court, notification requirements in foreclosure and eviction proceedings and Court committees, boards and commissions will remain in effect until September 30, 2022, to allow permanent rules pertaining to those matters to go into effect. Below is an explanation of the status of the AO 49 provisions.

Also, under simultaneously amended Administrative Order 3, the State Court Administrator will have authority to regulate court operations, including health and safety protocols. Administrative Directive TC-1, which will go into effect on September 6, 2022, includes new directives regarding those protocols. The new directives include a change in masking protocols; masks will be recommended but not required in public areas of courthouses. Judges will retain the discretion to require masks in their courtrooms, however, after considering specified health factors. Administrative Directive TC-1 is described in more detail in Part III below.

**The Court Administrator's Office is very grateful to the bar for its patience, cooperation, and input as the Judiciary has attempted to respond to the pandemic in a way that reasonably balanced safety considerations with our common goals associated with the fair administration of justice. We would very much appreciate your continued input going forward as the pandemic winds down but the effects on court operations continue.**

Paragraph 3, related to jury trials, is deleted effective September 6, 2022. This paragraph currently has four requirements related to jury trials. First, it requires a unit plan to be approved by the Chief Superior Judge and Chief of Trial Court Operations prior to conducting jury trials. Under simultaneously amended Administrative Order 3, the State Court Administrator will have authority to regulate court operations and under simultaneously issued Administrative Directive TC-1, unit plans will remain in effect. Second, ¶ 3(b) currently allows the court to impanel more alternate jurors to accommodate disruptions from COVID-19 infection or exposure. Simultaneously amended Vermont Rule of Criminal Procedure 24(d)(1) will allow the court to impanel as many jurors as reasonably necessary under the circumstances. See the Reporter's Notes to Criminal Rule 24(d)(1). Third, ¶ 3(c) allows the Chief Superior Judge to transfer a proceeding from its original unit to an alternate unit. This provision will expire without replacement as there are sufficient existing rules and statutes on venue to allow for the necessary flexibility. Finally, ¶ 3(d) allows jurors in remote trials to use devices notwithstanding V.R.C.P. 79.2(d)(5). This allowance was already incorporated into Administrative Order 52 regarding remote civil jury trials.

Most of paragraph 5 regarding remote participation is also deleted effective September 6, 2022.

Remote participation in civil, environmental, probate, and most family proceedings will be governed by existing Vermont Rule of Civil Procedure 43.1, subject to any changes that might result from the work of the Special Advisory Committee on Remote Hearings. Remote participation in criminal and delinquency proceedings will be governed by simultaneously amended Administrative Order 38. Paragraph 5(c), which relates to remote proceedings in the judicial bureau, remains in effect to allow for consideration and promulgation of amendments to V.R.S.C.P. 6 and V.R.C.P. 80.6(n), which are currently out for comment.

Paragraph 6, which provides processes related to email filing and service, is deleted effective September 6, 2022, when permanent amendments to Vermont Rule of Civil Procedure 5, Vermont Rule of Appellate Procedure 25, and Vermont Rule of Probate Procedure 5 will go into effect.

Paragraph 7, regarding access to court buildings, is deleted effective September 6, 2022. Simultaneously amended Administrative Order 3 provides the State Court Administrator with authority to regulate court operations, including policies governing entry to and conduct in judiciary buildings related to health and safety.

Paragraph 8, which suspended strict enforcement of the deadlines related to public records requests will expire without replacement on September 6, 2022. Paragraphs 9 and 10 will also expire without replacement.

Paragraph 12, regarding oral argument in the Supreme Court, remains in effect until September 30, 2022, and amended Vermont Rules of Appellate Procedure 9, 33.1, and 34 will go into effect on October 1, 2022.

Paragraph 13, which governed remote mediation, is deleted effective September 6, 2022. Permanent amendments to Vermont Rule for Family Proceedings 18(d)(2) governing mediation went into effect June 20, 2022.

Paragraph 15 governing committees, boards, and commissions established by the Supreme Court remains in effect until permanent amendments can be promulgated.

Paragraph 17, related to notarization and oaths, will expire on September 6, 2022.

Paragraph 20 that required giving priority to juvenile cases and those involving defendants detained pretrial will expire on September 6, 2022. These cases should continue to have priority on the courts' dockets, but it is not necessary to outline that in an order.

Paragraphs 21 and 22 relate to pleading and notification requirements in foreclosure and eviction proceedings. The Advisory Committee on the Vermont Rules of Civil Procedure has proposed the addition of new Rules 9.2 and 9.3, which are currently out for comment. Once permanent rules are implemented, they can replace the emergency provisions.

The full text of Administrative Order 49 and other updates regarding COVID-19 and court operations are available at [<https://www.vermontjudiciary.org/about-vermont-judiciary/covid-19-and-court-operations>]

b. [Promulgation Order Amending Administrative Order No. 3](#)

This Order was promulgated on **August 9, 2022, effective September 6, 2022.**

Pursuant to the Vermont Constitution, the Supreme Court has “administrative control of all the courts of the state.” Vt. Const. ch. II, § 30. The Court in turn may delegate administrative duties to the Court Administrator. 4 V.S.A. § 21 (creating office of Court Administrator and providing that Supreme Court shall prescribe duties). The COVID-19 pandemic brought to light the need for the Judiciary to maintain cogent and data-driven operational policies for activities in Judiciary buildings and to quickly respond to urgent and unexpected health and safety issues. Therefore, Administrative Order 3 is amended to specifically authorize the Court Administrator to promulgate policies governing operations in the courts, including those regarding access and entry to Judiciary buildings to protect the health and safety of both court users and court personnel. In doing so, the Court Administrator must balance public-health considerations with the Judiciary’s responsibilities to serve the public and administer justice. Where the Judiciary shares space with other state agencies or common entry with county government offices, the Court Administrator should work to create mutually agreed policies on entry.

c. [Promulgation Order Amending Administrative Order No. 38](#)

This Order was promulgated on **August 9, 2022, effective September 6, 2022.**

Administrative Order 38 is amended to update its provisions regarding the use of remote video and audio technology for criminal and delinquency proceedings. A.O. 38 previously authorized the use of audio and video technology to secure the presence of defendants and certain witnesses that were incarcerated. In response to the COVID-19 pandemic, remote technology was used more broadly to allow the court to preside remotely and for remote participation by parties, witnesses, counsel, and other persons. These proceedings were authorized by Administrative Order 49, ¶ 5(b). As the Judiciary transitions away from emergency measures implemented in response to the pandemic, it continues to use remote technology when appropriate. The amendments authorize a court to preside remotely and to require parties, witnesses, counsel, and other necessary persons to participate remotely when the court is conducting a nonevidentiary proceeding and the defendant’s presence is not required by law. For evidentiary proceedings, the court may preside remotely, and the remote participation of others is authorized only upon agreement of the parties. The rule incorporates the factors in Vermont Rule of Civil Procedure 43.1 for the court to evaluate whether to allow remote witness testimony. In Section II, the technical standards from Administrative Order 47 are incorporated.

The Court is promulgating the amendments without resort to the notice and comment procedures set forth in Administrative Order No. 11 to authorize remote proceedings and participation after the expiration of the authorizing provision in Administrative Order No. 49. The rules are being sent out for comment and the Advisory Committees on the Rules of Criminal Procedure and for Family Proceedings are directed to consider any comments, and report back to the Court on whether to permanently adopt the amendments or make further changes.

Comments on these emergency amendments should be sent by **October 17, 2022**, to Hon. John Treadwell, Chair of the Advisory Committee on Rules of Criminal Procedure, or to Hon. Michael Kainen, Chair of the Advisory Committee on the Rules for Family Proceedings at the following addresses:

Honorable John Treadwell, Chair  
Advisory Committee on Rules of Criminal Procedure  
[John.Treadwell@vermont.gov](mailto:John.Treadwell@vermont.gov)

Hon. Michael Kainen, Chair  
Advisory Committee on the Rules for Family Proceedings  
[Michael.Kainen@vermont.gov](mailto:Michael.Kainen@vermont.gov)

d. [Promulgation Order Amending Rules 9, 33.1., and 34 of the Vermont Rules of Appellate Procedure](#)

This Order was promulgated on **August 9, 2022, effective October 1, 2022.**

Rules 33.1, 34, and 9 are amended to update their provisions regarding remote oral argument. Because of the health concerns posed by the COVID-19 pandemic, the Vermont Supreme Court began holding remote oral arguments in April 2020. The arguments were conducted using Webex with Justices, attorneys, and self-represented parties appearing remotely by video or audio. Public access to the remote oral arguments was provided by a live stream. The Court conducted a survey of members of the bar on attorneys' experiences with remote oral argument. Many respondents reported that remote argument was an efficient use of time and was effective. Some respondents preferred argument in the courtroom and missed the formality of in-person argument. Most respondents indicated they would choose in-person for full-Court arguments and remote for oral argument before a three-Justice panel. The amendments to the rules reflect this distinction.

Rule 33.1(a)(2) is amended to clarify when a request for oral argument must be made. The rule previously indicated that a request should be made "reasonably in advance of the date set for consideration." Supreme Court practice is for the Supreme Court docket clerk's office to send a letter to the parties setting a date by which the parties should request argument. This allows the case to be properly scheduled on the calendar. Rule 33.1(b)(2) is added to provide that oral argument before a three-Justice panel will be conducted remotely absent an order. An in-person oral argument is available under (b)(3) if a party files a motion and demonstrates good cause. The motion must be filed as soon as possible but no later than 7 days prior to the scheduled argument date. An in-person argument is not available when one party is incarcerated and self-represented. Rule 33.1(b)(4) is amended to provide that if there is a technology failure during a remote hearing, the Court may reschedule the argument, consider the case on the briefs, or take other appropriate action.

Rule 34(a) is amended to clarify when a case is ready to be scheduled and when a request for argument must be filed. Under the amendment, a case is ready to be scheduled when the appellee's brief has been filed or is past due. At that time, the docket clerk's office will send a letter to the parties setting a date by which to reply if oral argument is requested. The amended rule provides that if no party requests argument that date, the matter will be considered on the briefs unless the Court orders otherwise. Under new Rule 34(c), the default is that oral arguments before the full Court are scheduled for in-person participation. Under (d), the Court may grant a motion for one or more parties to participate remotely for good cause. The motion must be filed as soon as possible but at the latest 7 days before the scheduled argument date. An in-person hearing is not available when one party is incarcerated and self-represented. The revised rule also provides that if there is a technology failure during a remote hearing, the Court may reschedule the argument, consider the case on the briefs, or take other appropriate action.

Former 34(c)-(j) are redesignated (e)-(I).

Rule 9, regarding bail appeals, is amended to incorporate provisions on remote oral argument. Rule 9(a)(1) is amended to specify that in appeals from conditions of release, the oral argument will be scheduled for a remote audio or video hearing. Rule 9(b)(1)(D) already provides that in de novo appeals under 13 V.S.A. § 7553a, the hearing may be conducted by remote audio or video. Rule 9(b)(2)(D) is added to provide that oral argument before a three-Justice panel may also be conducted by remote audio or video.

e. [Promulgation Order Amending Rules 5, 6\(a\)\(4\) and 79.1 of the Vermont Rules of Probate Procedure](#)

This Order was promulgated on **August 9, 2022, effective September 6, 2022.**

The amendments to Rules 5, 6, and 79.1 track new provisions of V.R.C.P. 5, 6, and 79.1 regarding email filing and email service.

f. [Emergency Promulgation Order Amending Rule 24\(d\) of the Vermont Rules of Criminal Procedure](#)

This Order was promulgated on **August 9, 2022, effective September 6, 2022.**

Rule 24 is amended at the request of the Supreme Court to make permanent certain provisions of Administrative Order 49, ¶ 3(b) that have on an interim basis authorized judges to seat more than four, and as many alternate jurors as reasonably required, to accommodate trial disruptions that might occur due to illness during the period of the Judicial Emergency. The emergency amendment provides critical clarity and consistency during the full-scale restoration of jury trials in the Criminal Division post-COVID-19.

The present amendments rescind the existing limitations of subdivisions (d) and (f), which restrict the seating of no more than four alternate jurors and permit the court to impanel a reasonable number of alternate jurors. In determining the number, the court can consider the anticipated length and complexity of the trial, and other factors such as the existing public-health conditions. The amendment, and its authorizations, do not contemplate that all jury panels going forward will be comprised of large numbers of alternate jurors beyond the two to four authorized under the present rule. However, with due regard to case circumstances, the court has discretion to seat additional prospective alternate jurors without specific numeric limitation, to assure that enough jurors remain at the conclusion of trial to enter into deliberations as to the case outcome.

Comments on these emergency amendments should be sent by **October 17, 2022**, to Hon. John Treadwell, Chair of the Advisory Committee on Rules of Criminal Procedure, at the following address:

Honorable John Treadwell, Chair  
Advisory Committee on Rules of Criminal Procedure  
[John.Treadwell@vermont.gov](mailto:John.Treadwell@vermont.gov)

## II. PROPOSED RULE AMENDMENTS

(NOTE: THE FOLLOWING AMENDMENTS HAVE BEEN PROPOSED AND HAVE NOT BEEN APPROVED BY THE SUPREME COURT.)

a. [Proposed Order Amending Rule 13.E of Administrative Order No. 9](#)

The proposed amendment clarifies that when a hearing panel suspends or disbars a lawyer, the decision is stayed during the duration of the appeal. This ensures that the lawyer (1) will not have to serve a suspension prior to receiving an opportunity to challenge it; and (2) cannot moot the Court's review of a disciplinary decision by "serving" a suspension before the Court fully reviews and disposes of a disciplinary matter.

The proposed amendment is consistent with the law on stays in other civil proceedings and current practice. The proposed new language does not change or alter the language in Rule 22, which provides the Court with authority to issue an interim suspension of the respondent's law license for threat or harm.

Comments on this proposed amendment should be sent by **October 17, 2022**, to Michael Kennedy, Bar Counsel, at the following address:

Michael Kennedy, Bar Counsel  
[Michael.Kennedy@vermont.gov](mailto:Michael.Kennedy@vermont.gov)

b. [Proposed Order Amending Rule 66 of the Vermont Rules of Probate Procedure](#)

The proposed amendments to Rule 66 reflect and clarify current practice regarding inventories and accounts.

Proposed Rule 66(b) is new. Rule 66(b)(1) contains a general requirement that, unless waived by the court for good cause, an estate inventory must contain a description and value of the decedent's assets. The rule sets forth specific requirements for the content of inventories in the areas of real property, mobile homes, motor vehicles, high value items, and financial institution accounts. Former Rules 66(b) and (c) are redesignated (c) and (d) without change. New Rule 66(e) provides accounting standards consistent with 14 V.S.A. §§ 1055, 1057. Former Rules 66(d)-(f) are redesignated (f)-(h) without change.

Proposed Rule 66(i) is new. It spells out a process that enables a judge to deal with an inadequately prepared or presented inventory or account or other failure to comply with the provisions of Rule 66(a)-(h) by providing for their preparation "by a licensed professional with experience in fiduciary accounting."

Comments on these proposed amendments should be sent by **October 17, 2022**, to Hon. Jeffrey Kilgore, Chair of the Advisory Committee on the Rules of Probate Procedure, at the following address:

Hon. Jeffrey Kilgore  
[Jeffrey.Kilgore@vermont.gov](mailto:Jeffrey.Kilgore@vermont.gov)

### **III. COURT ADMINISTRATOR DIRECTIVE TC-1**

This Directive was promulgated on **August 17, 2022, effective September 6, 2022.**

This Court Administrator Administrative Directive provides updated health screening and safety protocols for Vermont courthouses and Judiciary facilities, based on the authority granted to the Court Administrator under Administrative Order 3. This directive replaces the guidance in SG-2, which was most recently amended on June 29, 2022.

As the COVID-19 pandemic winds down but the effect on court operations continues, the Vermont Judiciary is adapting to the changing health guidance. The primary mitigation measures that reduce the risks associated with COVID-19 continue to be vaccination, adequate building ventilation, masking, distancing, screening, and testing. The Judiciary has and will continue to establish and adjust protocols relating to these variables as needed. Under TC-1, masks are recommended but not required in all public areas of a courthouse, excluding courtrooms. In courtrooms, judicial officers may modify mitigation measures, including requiring masks, based on the consideration of listed factors. The unit plans for jury trials, adopted under Administrative Order 49, will remain in effect.

### **IV. POSITION ANNOUNCEMENT**

*Vermont Judiciary Seeks Vermont Licensed Attorneys to Serve as Hearing Panel Counsel for the Professional Responsibility Program on a Contract Basis*

Hearing Panel Counsel provides legal advice and support to the Professional Responsibility Program's hearing panels. The hearing panels are the Program's equivalent of the "trial courts" and preside over formal attorney disciplinary and disability proceedings. The State Court Administrator seeks proposals from Vermont-licensed attorneys to serve by special appointment to specific matters on a part-time schedule. For further information, please review this announcement: [Hearing Panel Counsel advert 08.15.22.pdf \(vermontjudiciary.org\)](#).

### **V. ODYSSEY FILE & SERVE AND PUBLIC PORTAL INFORMATION**

All Superior Courts, including the Environmental Division, the Judicial Bureau, and the Supreme Court are using Odyssey and accepting electronic filings through Odyssey File & Serve. Please use the following links to access Odyssey electronic filing and portal systems and for more information.

#### **Reminders for OFS Users:**

#### **1) PDFs must be "flattened" prior to efile through Odyssey File & Serve**

With the increased use in electronic signature tools, it is important for OFS filers to remember that all PDFs must be flattened prior to filing in OFS. In order to eFile a form-fillable PDF or a PDF that has been electronically signed, you must first save them as a flat file. Otherwise, the filing will fail and you will need to refile.

Follow the steps below to "flatten" a completed PDF:

1. Open the completed PDF.



2. Right click on document and select Print. NOTE: if document opens in Adobe, Select File and select Print.
  3. Select the PDF printer. (The Adobe PDF printer is installed automatically with Adobe Acrobat. Numerous free PDF printer drivers are available for download from the Internet.)
  4. Select OK.
  5. Specify location to save the printed, "flattened" version of the form.
  6. Select Save
- 2) Attorneys must select the party they represent as the “person responsible for fees” in the Fee section of the filing process. Additionally, when the attorney represents more than one party, attorneys should continue to select the same party as the “person responsible for fees”; otherwise, the attorney will incur an additional efilng use fee.

**Odyssey File & Serve.** Odyssey File & Serve (OFS) is the platform through which you electronically file with the courts. To access OFS, please visit <https://vermont.tylerhost.net/ofsw eb>

You can access user guides through the “User Guides” link in the “Self Help” window. You can also access docket-specific user guides and a new Frequently Asked Questions on the judiciary’s website at [www.vermontjudiciary.org/efiling](http://www.vermontjudiciary.org/efiling)

For technical support regarding Odyssey File & Serve, please contact Tyler Technologies at 800-297-5377 or [efiling.support@tylertech.com](mailto:efiling.support@tylertech.com)

If you have procedural questions about OFS, please email the judiciary at [JUD.EFileSupport@vermont.gov](mailto:JUD.EFileSupport@vermont.gov)

**Odyssey Public Portal.** The Odyssey Public Portal allows you to view your case files. To access the portal, please visit <https://publicportal.courts.vt.gov/Portal/> Before you can view your case files, you must first register in the portal and then request elevated access. The Public Portal User Guide contains instructions on how to register and request elevated access. You can read the user guide on our website at <https://www.vermontjudiciary.org/about-vermont-judiciary/public-portal>

For technical support regarding the Public Portal, please contact the Vermont Judiciary’s HelpDesk at [Jud.helpdesk@vermont.gov](mailto:Jud.helpdesk@vermont.gov) When emailing, please write “**Public Portal**” in the subject line.

## **VI. FILING OF EXHIBITS FOR EVIDENTIARY HEARING**

Per the 2020 Vermont Rules for Electronic Filing, all electronically filed documents (including exhibit lists and exhibits) must be submitted in PDF format. It is recommended that the exhibit list be filed in Odyssey File & Serve (OFS) as a “Lead Document” and that any PDF exhibits be filed as attachments to that exhibit list.

Multimedia files that cannot be converted to PDF format should be submitted by nonelectronic means on a DVD or USB flash drive (aka thumb drive) and can be mailed or delivered to the court. It is recommended that filers indicate this on the exhibit list being filed in OFS. Please note that while the courts are equipped to view common multimedia formats (such as .mp3, .mp4, .mpeg,

.mov, .wmv files), the filer will have to provide compatible player software if an exhibit is in a proprietary multimedia format.

Finally, please remember that regardless of how an exhibit is filed, it is the filer's responsibility during a hearing to present the exhibits. During remote hearings, this means the filer must either assure that all witnesses have been provided with the marked exhibits in advance and have them available to view; or be able to share his or her screen to allow all participants to view the exhibit. If the exhibit is a video or audio file, the litigant must be prepared to play it during the hearing.

## VII. MISCELLANEOUS

### *a. Court Forms*

Court forms are constantly being updated. Please refer to the judiciary website for the most up-to-date forms, <https://www.vermontjudiciary.org/court-forms>

Please use the link below to report any form question, concern or issue <http://www.vermontjudiciary.org/website-feedback-form> or you can access our Website Feedback program at the bottom of each web page.

### *b. Obligation under A.O. 41*

Attorneys are reminded that an "attorney must report to the State Court Administrator within thirty days any change of the office mailing or electronic mail address" and that "[n]otice sent to a reported address is sufficient even if not received by the attorney because of failure to report the proper address or failure of delivery not caused by the court." A.O. 41, § 4(c). To update changes in your contact information, please access your attorney account with the [Attorney Portal](#)

To ensure you continue to receive these emails, please add [JUD.AtyLicensing@vermont.gov](mailto:JUD.AtyLicensing@vermont.gov) and [JUD.CAOMemotoBar@vermont.gov](mailto:JUD.CAOMemotoBar@vermont.gov) to your Safe Senders list.

### *c. eCabinet Registration*

**Administrative Order No. 44** requires attorneys in active status to register up to three email addresses in **eCabinet** for purposes of receiving notices of hearing and other documents. *You may include staff email addresses in the three email addresses that you specify.*

If you have already registered in **eCabinet**, the email address(es) you provided as part of that process will be used.

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. This website only works with Internet Explorer. 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](mailto:jud.helpdesk@vermont.gov) or call the Helpdesk at 802-828-4357 if you have difficulty accessing eCabinet or with any questions in the meantime.

You are also reminded that you are required to update the email address(es) and other contact information you have registered as soon as there are any changes, including changes to staff email addresses you may have included with your registration. To revise the information, please go to <https://efiling.eservices.crt.state.vt.us/> log into **eCabinet**, click “**Account**,” choose “**My Profile**,” and make the necessary changes to your contact information.

Updating information in the [Attorney Portal](#) or in **eCabinet** does not automatically notify the other. It is your responsibility to update both. If you are a member of the Vermont Bar Association, you will also need to separately notify the VBA.

To ensure you continue to receive these emails, please add [JUD.AttyLicensing@vermont.gov](mailto:JUD.AttyLicensing@vermont.gov) and [JUD.CAOMemotoBar@vermont.gov](mailto:JUD.CAOMemotoBar@vermont.gov) to your Safe Senders list.