

SUPREME COURT OF VERMONT  
OFFICE OF THE COURT ADMINISTRATOR

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TO: Members of the Vermont Bar  
FROM: Patricia Gabel, State Court Administrator  
RE: *Day is a Day* Counting System, Emergency Rule Amendment, and Miscellaneous Info  
DATE: December 19, 2017

For your information, please find the following information:

- [Emergency Promulgation Order Amending V.R.E.C.P. 4\(b\)](#)
- *Updated Court Forms*
- *Obligations Under A.O. 41*
- *eCabinet Registration*

The amendments to many procedural rules incorporating the day-is-a-day counting system will become effective **January 1, 2018**. Under the new system, for all time periods, a day will be counted as a day, whether it is a Saturday, Sunday, holiday, or weekday. The main objectives of the changes are to make the process of calculating time periods more consistent, simpler, and more predictable. For more information about the rule changes, please read the article on the judiciary website at <https://www.vermontjudiciary.org/news/day-day-changes-vermont-procedural-rules-regarding-time-computation>

## I. EMERGENCY PROMULGATED RULE AMENDMENT

### [Emergency Promulgation Order Amending V.R.E.C.P. 4\(b\)](#)

**This Emergency Order was promulgated on December 6, 2017, effective January 1, 2018.** The amendment to Rule 4(b), as amended September 20, 2017, effective January 1, 2018, is further amended. The time period in Rule 4(b) for the Attorney General to move the court to vacate an order was amended from 10 days to 14 days in keeping with the day-is-a-day amendments to V.R.C.P. 6. The 10-day time period, however, comes directly from a statute. 10 V.S.A. § 8007(c). To avoid any conflict between the rule and the statute, the rule is amended back to the former time period of 10 days. As of January 1, 2018, the 10-day period will be counted using the day-is-a-day counting system.

## II. 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>

*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); see A.O. 44, § 1.

Please email those changes to [JUD.AttyLicensing@vermont.gov](mailto:JUD.AttyLicensing@vermont.gov). Your cooperation is very much appreciated.

To ensure you continue to receive these emails, please add [JUD.AttyLicensing@vermont.gov](mailto:JUD.AttyLicensing@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. eCabinet registration is required whether you practice in court or not.*

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. 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 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.

Notification to [JUD.AttyLicensing@vermont.gov](mailto:JUD.AttyLicensing@vermont.gov) or in **eCabinet** of a change to your contact information does not automatically notify the other. It is your responsibility to notify both. If you are a member of the Vermont Bar Association, you will also need to separately notify the VBA.