

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

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**TO:** Members of the Vermont Bar

**FROM:** Patricia Gabel, Esq., State Court Administrator

**RE:** Eleventh Amendment to Administrative Order No. 49 – Declaration of Judicial Emergency and Changes to Court Procedures & Miscellaneous Information

**DATE:** June 22, 2020

For your information, please find:

- [\*AO 49 Amendment - Declaration of Judicial Emergency and Changes to Court Procedures 6-19-20\*](#)
- *Notice to Attorneys Due to Renew Licenses in 2020*
- *Odyssey Electronic Filing & Other Important Info*
- *Updated Court Forms*
- *Obligations Under A.O. 41*
- *eCabinet Registration*

## **I. PROMULGATED RULE AMENDMENT**

### [\*AO 49 Amendment - Declaration of Judicial Emergency and Changes to Court Procedures 6-19-20\*](#)

**This Order was promulgated on June 19, 2020.**

This order further amends A.O. 49, which declared a Judicial Emergency on March 16, 2020, in response to the COVID-19 pandemic.

The order amends the introductory language in ¶ 1 to respond to the evolving restrictions in the Governor’s Executive Order regarding assembling in groups and social distancing.

The order adds ¶ 5(c) to encourage the use of remote hearings when possible based on the available technology, participant access to remote participation, the nature of the hearing, and restrictions in applicable rules.

The order amends ¶7. Paragraph (b) is amended to eliminate the specific screening questions and instead provide the Court Administrator with authority to establish screening protocols. Paragraph 7(c), regarding the requirement to wear masks, is amended to give the Court Administrator authority to establish policies and protocols for exceptions to the general rule. Pursuant to that authority, the State Court Administrator has issued contemporaneously with the Court’s amendment an Administrative

Directive addressed to “Health Screening and Safety Protocols for all Vermont Courthouses and Judicial Facilities.”

Finally, new ¶ 20 is added to direct that priority be given to juvenile cases and cases where defendants are detained pretrial.

More information regarding COVID-19 and court operations can be found at <https://www.vermontjudiciary.org/news/information-regarding-coronavirus-disease-2019-covid-19-and-court-operations>

## II. MISCELLANEOUS

**NOTICE TO ATTORNEYS DUE TO RENEW LICENSES IN 2020:** In light of the impact of COVID-19 on Office of Attorney Licensing processes, attorneys renewing their license for the 2020-2022 reporting period must renew using the online license renewal portal <https://secure.vermont.gov/courts/licensing/>. Absent extraordinary circumstances, paper renewals will not be accepted.

### *a. Odyssey Electronic Filing and Other Important Information*

Odyssey is now operational in the Orange, Windsor, and Windham trial courts and the Judicial Bureau. Please use the following links to access the Odyssey case management programs and for more information.

- **Odyssey File & Serve.** Odyssey File & Serve (OFS) is the platform through which you will electronically file with the courts. To access Odyssey File & Serve, please visit <https://vermont.tylerhost.net/ofswb>. This page contains user guides in the lower left-hand corner. They include instructions on how to register and use OFS.
- For information about OFS processing fees and for docket specific user guides, please visit <https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing>.
- **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 via this link: <https://www.vermontjudiciary.org/sites/default/files/documents/VT%20Public%20Portal%20User%20Guide%20v8.pdf>. For full information on how to use the portal, please visit <https://www.vermontjudiciary.org/about-vermont-judiciary/public-portal>.
- **FAQ.** Please visit <https://www.vermontjudiciary.org/odyssey> for answers to frequently asked questions and updates about the project.

### *b. 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.

### *c. 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.

*d. 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.