

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: Administrative Order No. 49 – Declaration of Judicial Emergency and Changes to Court Procedures, Court Administrator Directive PG-11 & Miscellaneous Information

DATE: March 19, 2020

For your information, please find:

- [Order Promulgating Amendment to A.O. 49](#)
- [PG-11 - Administrative Directive \(Electronic Filing\) Windham, Windsor & Orange Units](#)
- *Helpful links for Updates and Information about Odyssey and the NG-CMS Project*
- *Updated Court Forms*
- *Obligations Under A.O. 41*
- *eCabinet Registration*

## I. PROMULGATED RULE AMENDMENT

[Order Promulgating Amendment to A.O. 49](#)

**This Order was promulgated on March 18, 2020; effective immediately.**

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

Pursuant to the order, hearings for nonemergency matters, although generally suspended, may proceed if litigants participate remotely and are not in the courthouse in the discretion of the Superior Judge and the Court Administrator.

The Supreme Court in its discretion may hold oral arguments for summary or full-Court proceedings by telephone or consider cases without oral argument.

## II. COURT ADMINISTRATOR DIRECTIVE

[PG-11 - Administrative Directive \(Electronic Filing\) Windham, Windsor & Orange Units](#)

**This directive was signed on March 19, 2020.**

The directive indicates that pursuant to 2020 Vermont Rule for Electronic Filing 1(d), the Court Administrator is authorizing electronic filing to begin on April 20, 2020 in all divisions of Windham, Windsor, and Orange Units.

Efiling will be done through Tyler Technologies service Odyssey File & Serve. The File & Serve website is available at <https://vermont.tylerhost.net/ofswweb>. There is a self-help section that provides information for electronic filers. There are free webinars available on how to use this service at <https://www.vermontjudiciary.org/news/efiling-webinars-begin-march-10th>. Additional user guides and information will be available on the Judiciary website prior to April 20, 2020.

### III. MISCELLANEOUS

*a. Helpful links for Updates and Information about Odyssey and the NG-CMS Project*

**For ODY Public Portal information:** <https://www.vermontjudiciary.org/about-vermont-judiciary/public-portal>

**For information about the Judiciary's new case management project:**  
<https://www.vermontjudiciary.org/about-vermont-judiciary/next-generation-court-case-management-system>

*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.