

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

DATE: March 24, 2020

For your information, please find:

- [*AO 49 Amendment - Declaration of Judicial Emergency and Changes to Court Procedures 3-24-19*](#)
- *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

[*AO 49 Amendment - Declaration of Judicial Emergency and Changes to Court Procedures 3-24-19*](#)

This Order was promulgated on March 24, 2020; effective immediately.

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 ¶ 7 of A.O. 49, which pertains to access to judiciary buildings. The order removes the March 30, 2020 end date and extends the restrictions on entry during the time the order is in effect. The amendment also removes the list of countries and regions affected and instead refers to the list on the Department of Health website.

The order adds a section related to Committees, Boards, and Commissions (committees) established or governed by the Supreme Court, including those created by administrative orders and rules. The order indicates that committees will continue to operate to the extent possible. All in-person meetings are suspended. Committees may meet remotely and must take reasonable steps to facilitate public observation. In their discretion, committees may hold nonevidentiary hearings remotely. Evidentiary hearings are postponed but can be excepted from the restriction upon application to the Supreme Court. The order allows an oath for admission to the bar to be taken remotely by video. The order also addresses the MCLE requirements for attorney licensing

renewal and provides a waiver for the types of activities for the 2018-2020 reporting period. The order allows committees to accept filings by email and indicates how to accomplish that filing.

The order addresses venue and allows the Chief Superior Judge, in consultation with the State Court Administrator, to both assign venue for certain proceedings if all participants can participate remotely and assign a change in venue if necessary to ensure access to justice and efficient administration of justice.

II. 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. Your cooperation is very much appreciated.

To ensure you continue to receive these emails, please add 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 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 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.