

**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: Court Administrator Directive No. PG-12 (Authorization of Electronic Filing in the Judicial Bureau) & Miscellaneous Information

DATE: March 27, 2020

For your information, please find:

- [*Court Administrator Directive No. PG-12 – Authorization of Electronic Filing in the Judicial Bureau*](#)
- *Helpful links for Updates and Information about Odyssey and the NG-CMS Project*
- *Updated Court Forms*
- *Obligations Under A.O. 41*
- *eCabinet Registration*

I. COURT ADMINISTRATOR DIRECTIVE

[*Court Administrator Directive No. PG-12 – Authorization of Electronic Filing in the Judicial Bureau*](#)

This directive was signed on March 27, 2020.

The directive indicates that pursuant to 2020 Vermont Rule for Electronic Filing 1(e), the Court Administrator is authorizing electronic filing to begin on April 27, 2020 in the Judicial Bureau.

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 27, 2020.

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.