

STATE OF VERMONT  
OFFICE OF THE COURT ADMINISTRATOR



Administrative Directive No. PG-3

State Court Administrator

REQUESTS FOR COPIES OF COURT DOCUMENTS

INTENT:

To establish uniform fees in requests for copies of court documents

APPLICABILITY:

This directive shall apply to the Vermont Supreme Court and all Vermont Superior Courts and divisions including the Vermont Judicial Bureau and Environmental Division.

STATEMENT:

- (1) Fees Payable: 32 V.S.A. §1751(b)(2) (1996) states "Copies or certified copies of court records or other court materials produced by photocopy equipment, .25 per page, 1.00 minimum fee is charged."

Section 316 of Title 1 (The Public Records Act), which is incorporated into the court access rules by Rule 6(f), states as follows: "If copying equipment maintained for use by a public agency is used by the agency to copy the public record or document requested, the agency may charge and collect from the person requesting the copy the actual cost of providing the copy."

- (2) Clause one does not require any change to current procedure.

- (3) When a customer elects to photograph court documents using a telephone or other photographic device, the customer shall be allowed to do so with no cost incurred.

This directive shall become effective upon signature.

Dated this 28 day of June, 2015

A handwritten signature in blue ink, appearing to read "Patricia Gabel", written over a horizontal line.

Patricia Gabel, Esq.  
State Court Administrator