

STATE OF VERMONT
OFFICE OF THE COURT ADMINISTRATOR

Administrative Directive No. PG-7



State Court Administrator

REQUESTS FOR PUBLIC ACCESS TO COURT DOCKETS

INTENT:

To establish a standardized practice in all courts for access to review court docket entries in cases of public record.

APPLICABILITY:

This directive shall apply to the Vermont Supreme Court and Divisions of the Vermont Superior Courts with the exception of the Family Division that encompasses the Domestic, Juvenile, Mental Health, and Relief from Abuse Dockets.

STATEMENT:

- (1) Access to Electronic Case Records: Vermont Rules for Dissemination of Electronic Case Records Rule 3(a) states "The public shall have access to electronic case records in individual cases from VTADS2, VCAS, or the electronic case files created by ECabinet, subject to the limitations specified in this rule, and generally subject to the Rules for Public Access to Court Records. The Court Administrator will provide such access in all cases from terminals at court locations and will provide such access to civil cases from VTADS2 or VCAS through Vermont Cases Online from any remote location over the Internet."

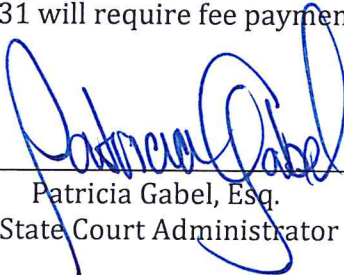
Access to Electronic Case Records: Vermont Rules for Dissemination of Electronic Case Records Rule 3(f) states that "The public may have access in accordance with (a) only to electronically filed documents in the publicly accessible case files of individual cases."

Request for Record of Criminal History: 32 V.S.A. § 1751(b)(1)(E) states "Whenever court officers and employees...furnish copies or certified copies of records, the following fees shall be collected for the benefit of the State:" (E) "For a response to a request for a record of criminal history of a person based upon name and date of birth, \$30.00."

- (2) Clauses two and three above do not require any change to current procedure.
- (3) When a customer appears at a court without a public access terminal and presents a name and date of birth for a criminal records check, the customer can request a docket sheet at \$.25 per page, minimum of \$1.00.
- (4) Records requests presented by mail on Form 331 will require fee payment of \$30.00.

This directive shall become effective upon signature.

Dated this 21st day of June, 2016


Patricia Gabel, Esq.

State Court Administrator