

**SUPREME COURT OF VERMONT  
OFFICE OF THE COURT ADMINISTRATOR**

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TO: Members of the Vermont Bar

FROM: Teri Corsones, Esq., State Court Administrator

RE: Promulgated and Proposed Rules, eFile and Serve and Public Portal Information, Filing of Exhibits & Other Miscellaneous Info

DATE: October 29, 2025

For your information, please find:

- *Promulgation Order Amending Rule 106 of the Vermont Rules of Evidence*
- *Promulgation Order Making Emergency Permanent and Further Amending Rule 4.2(e) of the Vermont Rules for Family Proceedings*
- *Promulgation Order Amending Rule 9(c) of the Vermont Rules for Family Proceedings*
- *Proposed Order Amending Rule 615 of the Vermont Rules of Evidence*
- *eFile & Serve and Public Portal Information*
- *Filing of Exhibits for Evidentiary Hearing*
- *Miscellaneous*

**I. PROMULGATED RULE AMENDMENTS**

- a. Promulgation Order Amending Rule 106 of the Vermont Rules of Evidence*  
<https://www.vermontjudiciary.org/PROMULGATED--VRE106--STAMPED>

This Order was promulgated on **October 29, 2025, effective January 1, 2026.**

The amendment follows a similar amendment to the Federal Rules of Evidence, and clarifies that, in situations where fairness requires completion, completing statements are admissible over a hearsay objection. The rule of completeness is grounded in fairness and cannot fulfill its function if the party that creates a misimpression about the meaning of a proffered statement can then object on hearsay grounds and exclude a statement that would correct the misimpression.

- b. *Promulgation Order Making Emergency Permanent and Further Amending Rule 4.2(e) of the Vermont Rules for Family Proceedings*

<https://www.vermontjudiciary.org/PROMULGATED--VRFP42eMakingEmergencyPermanentandFurtherAmending--STAMPED>

This Order was promulgated on **October 29, 2025, effective January 1, 2026.**

Rule 4.2(e) was amended in November 2024 on an emergency basis to streamline the change of venue for post-judgment motions in divorce matters. Those amendments are now permanent. Under the emergency rule, if neither party resides in the county where the most-recent order was amended and the filer affirms that that the filer is still a resident of Vermont, venue shifts to the filer's county of residence. The rule is further amended to indicate that this venue change is automatic unless the filing party requests otherwise.

- c. *Promulgation Order Amending Rule 9(c) of the Vermont Rules for Family Proceedings*

<https://www.vermontjudiciary.org/PROMULGATED--VRFP9c--STAMPED>

This Order was promulgated on **October 29, 2025, effective January 1, 2026.**

Rule 9(c) regarding emergency relief in abuse-prevention proceedings is amended as follows. First, references to "district and superior" judges and "family court" are deleted as outdated. Second, the amendment allows a court to request a supplemental affidavit if an affidavit is insufficient to meet the requirements for a temporary order.

## **II. PROPOSED RULE AMENDMENTS**

**(NOTE: THE FOLLOWING AMENDMENTS HAVE BEEN PROPOSED AND HAVE NOT BEEN APPROVED BY THE SUPREME COURT.)**

*Proposed Order Amending Rule 615 of the Vermont Rules of Evidence*

<https://www.vermontjudiciary.org/PROPOSED--VRE615--FORCOMMENT>

The proposed amendments follow similar amendments to Federal Rule of Evidence 615. Proposed new subdivision (b) clarifies that a court issuing a sequestration order may also prohibit excluded witnesses from learning about, obtaining, or being provided with trial testimony. A court considering such an order should ensure that the scope of any order is tailored to the core purpose of the rule of preventing witnesses from tailoring their testimony to the evidence presented at trial and does not improperly intrude upon trial preparation or the attorney-client relationship.

Comments on this proposed amendment should be sent by **December 29, 2025**, to Aliza Harrigan, Esq., Reporter for the Advisory Committee on Rules of Evidence, at the following address:

Aliza Harrigan, Staff Attorney  
[Aliza.Harrigan@vtcourts.gov](mailto:Aliza.Harrigan@vtcourts.gov)

### III. eFILE & SERVE AND PUBLIC PORTAL INFORMATION

**eFile & Serve.** eFile and Serve is the platform to electronically file with all Vermont courts.

<https://vermont.tylertech.cloud/OfsWeb/Home>

Access user guides through the “User Guides” link in the “Self Help” window and Frequently Asked Questions on the judiciary’s website at [www.vermontjudiciary.org/efiling](http://www.vermontjudiciary.org/efiling)

**Fees.** Select the party you represent as the “person responsible for fees” in the fee section of the filing process. Do not select more than one party or you will incur an additional efile user fee.

For technical support regarding eFile, please contact Tyler Technologies at 800-297-5377 or [efiling.support@tylertech.com](mailto:efiling.support@tylertech.com)

If you have procedural questions about eFile, please email the judiciary at [EFileSupport@vtcourts.gov](mailto:EFileSupport@vtcourts.gov)

**Email Notification.** If you are not receiving email notifications, see the information on the suppression list [Why was my email placed on the Suppression List? – eFile \(zendesk.com\)](https://odysseyfileandserve.zendesk.com/hc/en-us/articles/360046887411). To ensure proper delivery, please “safelist” your email <https://odysseyfileandserve.zendesk.com/hc/en-us/articles/360046887411> .

**Vermont Judiciary Public Portal.** The Public Portal allows you to view case files.

<https://portal.vtcourts.gov/Portal>

Registration is required for elevated access. The Public Portal User Guide contains instructions on how to register and request elevated access.

<https://www.vermontjudiciary.org/about-vermont-judiciary/public-portal>

For technical support regarding the Public Portal, please contact the Vermont Judiciary’s HelpDesk at [itsupport@vtcourts.gov](mailto:itsupport@vtcourts.gov) When emailing, please write “**Public Portal**” in the subject line.

### IV. FILING OF EXHIBITS FOR EVIDENTIARY HEARING

All electronically filed documents (including exhibit lists and exhibits) must be submitted in PDF format. The Vermont Judiciary’s website provides detailed instructions on how to submit exhibits for use at trials and other kinds of evidentiary hearings.

<https://www.vermontjudiciary.org/FilersGuidetoExhibitsforHearings>

### V. MISCELLANEOUS

#### *a. Court Forms*

Court forms are constantly being updated and are available on the judiciary website

<https://www.vermontjudiciary.org/court-forms>

To report any form question or concern use the feedback form on the website

<http://www.vermontjudiciary.org/website-feedback-form>

*b. 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). To update changes in your contact information, please access your attorney account with the [Attorney Portal](#)

*c. Receipt of Court Notices and Orders (eCabinet)*

The Vermont courts send all court-issued documents, including hearing notices and orders, to attorneys by email using the email addresses registered in eCabinet. Attorneys may register up to three email addresses in the system and are responsible for keeping the information updated. The email address(es) registered in eCabinet are not used for service of documents filed by opposing parties, which is done through service contacts in eFile & Serve.

To create an eCabinet account or update an existing account, attorneys must contact the Judiciary helpdesk through one of the methods listed below. Please include your attorney bar license number in your communication.

- Email [itsupport@vtcourts.gov](mailto:itsupport@vtcourts.gov)
- Telephone the Judiciary helpdesk at 802-828-4357
- Use the online form [eCabinet Registration/Update \(cognitofirms.com\)](#)

Updating information in the [Attorney Portal](#) or in **eCabinet** does not automatically notify the other. It is your responsibility to update both. If you are a member of the Vermont Bar Association, you will also need to separately notify the VBA.

General information on managing login credentials is available [Microsoft Word - MANAGING LOGIN CREDENTIALS v4 4-24](#)

*d. Notice of Vacation*

Attorneys may notify the superior courts of their vacation schedules by emailing [CentralClerkReview@vtcourts.gov](mailto:CentralClerkReview@vtcourts.gov). The information will be available to all trial courts, including the Probate Division and the Judicial Bureau, for scheduling purposes. Attorneys do not need to send notices separately to each county or division of the superior court.

If attorneys wish to also notify the Vermont Supreme Court of their vacation schedules, they should copy [supremecourt@vtcourts.gov](mailto:supremecourt@vtcourts.gov) on the email.

*e. Vermont Judiciary Migrating Virtual Hearing Capabilities*

The Vermont Judiciary is migrating virtual hearing capabilities from Webex to Zoom. The Supreme Court has fully transitioned and is using Zoom for remote hearings. More information on participating in remote hearings can be found at [Participating in Remote Hearings | Vermont Judiciary](#)

*f. Standard Practices Feedback Form*

The Judiciary Standard Practices Committee works to improve operations by developing standard business practices throughout all divisions and units in the state. The committee invites members of the bar to provide input through its Feedback and Suggestions Form, available on the Committee's webpage <https://www.vermontjudiciary.org/about-vermont-judiciary/boards-and-committees/standard-practices>