

**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: January 6, 2026

For your information, please find:

- *Promulgation Order Amending Administrative Order No. 18 (Chief Superior Judge)*
- *Promulgation Order Making Permanent the Emergency Amendments to Rule 5(d)(1) of the 2020 Vermont Rules for Electronic Filing*
- *Promulgation Order Amending Rules 4(d)-(h) of the Vermont Rules of Probate Procedure*
- *Promulgation Order Amending Rule 11(f) of the 2020 Vermont Rules for Electronic Filing*
- *Promulgation Order Adding § 19 to Administrative Order No. 41 (Licensing of Attorneys)*
- *Promulgation Order Amending Rules 21, 22, 23, and 24 of the Vermont Rules of Admission to the Bar of the Vermont Supreme Court*
- *Proposed Order Amending Rules 2(l), 9, 13(b) and 14 of the Vermont Rules of Admission to the Bar of the Vermont Supreme Court*
- *eFile & Serve and Public Portal Information*
- *Filing of Exhibits for Evidentiary Hearing*
- *Miscellaneous*

I. PROMULGATED RULES

- a. Promulgation Order Amending Administrative Order No. 18 (Chief Superior Judge)*
<https://www.vermontjudiciary.org/PROMULGATED-AdministrativeOrder18AddingNew4c9--STAMPED>

This Order was promulgated on **January 6, 2026, effective immediately.**

The amendment adds new § 4(c)(9) to the list of Chief Superior Judge duties to include resolving scheduling conflicts relating to the transport of detained persons. Former § 4(c)(9) is renumbered § 4(c)(10).

b. *Promulgation Order Making Permanent the Emergency Amendments to Rule 5(d)(1) of the 2020 Vermont Rules for Electronic Filing*

<https://www.vermontjudiciary.org/PROMULGATEDEMERGENCYMADEPERMANENT-VREF5d1--STAMPED>

This Order was promulgated on **January 6, 2026, effective immediately.**

This order makes permanent an emergency amendment that was made on October 6, 2025, regarding the process for reviewing new civil filings. When e-filing was first rolled out beginning in March 2020, the Vermont Rules for Electronic Filing required clerk review before electronically filed documents were publicly accessible. Filings with confidential information were rejected and efilers were directed to redact and resubmit. Due to litigation, the United States District Court for the District of Vermont issued an injunction against any pre-access review of new civil complaints in late 2021, and the rules were amended to make new civil complaints accessible before clerk review. Following an appeal and a remand, the District Court entered a revised injunction that enjoined only the pre-access review process that was in place “during the Trial Evidence Period,” which ended on August 6, 2021. Therefore, the rule was again amended to allow for review of new civil complaints for confidential information before becoming publicly available. An expedited process for that limited pre-access review was implemented, and the Press Review Tool, which allowed public access to new civil complaints before clerk review for confidential information, was discontinued.

c. *Promulgation Order Amending Rules 4(d)-(h) of the Vermont Rules of Probate Procedure*

<https://www.vermontjudiciary.org/PROMULGATED-VRPP4d-g--STAMPED>

This Order was promulgated on **January 6, 2026, effective July 1, 2026.**

The amendment to Rule 4(d) uses the term restricted mail instead of certified mail to enable initial service by commercial carrier and expands avenues for providing notice when restricted mail notice does not appear to be effective for a variety of reasons, including but not limited to evasive parties and unreliable or unknown mailing addresses. In addition, the change to V.R.P.P. 4(d)(4) specifies that service by other means may include email or other forms of social media if ordered by the court. The amendments move service by publication from 4(e) to 4(d)(3) and provide the court with more discretion over the specifics of publication to provide the best opportunity for actual notice. Rule 4(e) pertains to proof of service and is modified to include requirements of proof with respect to the various forms of service. Paragraphs 4(f)-(h) are relettered (e)-(g).

d. *Promulgation Order Amending Rule 11(f) of the 2020 Vermont Rules for Electronic Filing*

<https://www.vermontjudiciary.org/PROMULGATED-VREF11f--STAMPED>

This Order was promulgated on **January 6, 2026, effective July 1, 2026.**

The amendment to Rule 11(f) conforms the rule to current practice. When first enacted, Rule 11(f) indicated that electronic filers would receive transmission of court notices, orders, and other documents through electronic means. Due to technical constraints, the automated electronic notice through the case-management system is available only for attorneys and not for self-represented litigants who choose to electronically file. In general, courts send official notice

to self-represented litigants using regular mail. To alleviate confusion, the subdivision is amended to simply indicate that the court will transmit notices and orders to all parties and that the method may vary.

- e. *Promulgation Order Adding § 19 to Administrative Order No. 41 (Licensing of Attorneys)*
<https://www.vermontjudiciary.org/PROMULGATED-AO41sec19added--STAMPED>

This Order was promulgated on **January 6, 2026, effective July 1, 2026.**

Section 19 is added to allow applicants for admission who are admitted in another U.S. jurisdiction to fully practice law in Vermont while awaiting the completion of the Character and Fitness process. The Legal Intern rules of the Rules of Admission remain in effect but now apply only to law students, Law Office Study participants, and applicants for admission who are not admitted in another U.S. jurisdiction. Applicants must complete all required steps for full licensure, including taking the oath of admission, after the application process is complete.

- f. *Promulgation Order Amending Rules 21, 22, 23, and 24 of the Vermont Rules of Admission to the Bar of the Vermont Supreme Court*
<https://www.vermontjudiciary.org/PROMULGATED-RulesofAdmission21222324--STAMPED>

This Order was promulgated on **January 6, 2026, effective July 1, 2026.**

Rule 21 is amended in conjunction with the adoption of § 19 to Administrative Order 41, which allows applicants who are pending admission and a member in good standing in another U.S. jurisdiction to practice under a provisional license. The Legal Intern Rules are revised to pertain only to law students, Law Office Study participants, and applicants for admission who are not admitted in another U.S. jurisdiction. In Rules 21, 22, 23, and 24, there is some reorganization, and the term “Legal Intern” is used for consistency. Rule 24 is amended to delete Rule 24(e), which addressed applicants already admitted in other states since that is covered by the provisional license. Rule 24(f) is relabeled Rule 24(e).

II. PROPOSED RULE AMENDMENTS

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

- Proposed Order Amending Rules 2(l), 9, 13(b) and 14 of the Vermont Rules of Admission to the Bar of the Vermont Supreme Court*
<https://www.vermontjudiciary.org/PROPOSED-RulesofAdmission2l913band14--FORCOMMENT>

The proposed amendments are made in preparation for the administration of the NextGen UBE in Vermont and in other jurisdictions prior to Vermont’s first administration of the NextGen UBE in July 2027.

Rule 2(l) includes the NextGen UBE under the definition of “Uniform Bar Examination.” The proposed amendment to Rule 9(b)(2) sets the passing score for the NextGen UBE at 620. This score represents a direct mapping from the passing score of 270 on the legacy UBE. The proposed

amendment to Rule 9(c)(7)(B) incorporates the NextGen UBE into the requirement for refiling an application. The proposed amendment to Rule 13(b) allows for the transfer of NextGen UBE scores prior to Vermont's first administration of the NextGen UBE in July 2027. The proposed amendment to Rule 14 ensures that NextGen UBE scores earned prior to Vermont's first administration of the NextGen UBE in July 2027 are considered as part of the limitation on admission without examination.

Comments on these proposed amendments should be sent by **March 6, 2026**, to Andrew Strauss, Licensing Counsel of the Office of Attorney Licensing, at the following address:

Andrew Strauss, Licensing Counsel
Andrew.Strauss@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

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

If you have procedural questions about eFile, please email the judiciary at 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 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
- Telephone the Judiciary helpdesk at 802-828-4357
- Use the online form [eCabinet Registration/Update \(cognitofrms.com\)](https://cognitofrms.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. 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 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>