

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

THERESE CORSONES, Esq.
State Court Administrator
Therese.Corsones@vtcourts.gov



www.vermontjudiciary.org

Mailing Address
Office of the Court Administrator
109 State Street
Montpelier, VT 05609-0701

Telephone (802) 828-3278
FAX: 802 828-3457

TO: Members of the Vermont Bar

FROM: Teri Corsones, Esq., State Court Administrator

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

DATE: March 2, 2026

For your information, please find:

- *Exhibit Numbering*
- *Promulgation Order Amending*
- *Promulgation Order Amending Rule*
- *Proposed Order Amending Rule*
- *Proposed Order Amending Rule*
- *Proposed Order Amending Rule*
- *eFile & Serve and Public Portal Information*
- *Filing of Exhibits for Evidentiary Hearing*
- *Miscellaneous*

Exhibit Labeling

Although there is no formal rule governing the labeling of exhibits, it is long-standing practice that Plaintiff's exhibits are labeled numerically (e.g., 1, 2, 3) and Defendant's exhibits are labeled alphabetically (e.g., A, B, C).

To ensure consistency and to avoid confusion in the record, filers are respectfully requested to label their exhibits in accordance with this practice.

Additional guidance regarding exhibit labeling and electronic filing procedures is available in the eFiling Guides published on the Vermont Judiciary website.

I. PROMULGATED RULES

- a. *Promulgation Order Amending Rule 13 of the Vermont Rules of Probate Procedure*
<https://www.vermontjudiciary.org/PROMULGATED-VRPP13--STAMPED>

This Order was promulgated on **March 2, 2026, effective July 1, 2026.**

The amendment reorganizes the rule regarding the statutory election rights and allowances available to a surviving spouse and minor children in accordance with amendments made to the relevant statutes in 2017. The rights of the surviving spouse and any minor children are now addressed separately in the rule and the timeframes for the exercise of the rights are identified.

As the homestead interest of the surviving spouse in Title 27 differs from the election in Title 14, both the title of the rule and the delineation of the rule have been modified to reflect the distinction. The homestead interest is not subject to a statutory deadline for its exercise. The proposed rule requires the spouse to exercise the right “within four months following the later of the date of service of the notice of election and rights or the date of service of the inventory.” In the absence of legislative changes to the homestead provisions, this timeframe provides clarity and consistency.

- b. *Promulgation Order Amending Rule 60(c) of the Vermont Rules of Probate Procedure*
<https://www.vermontjudiciary.org/PROMULGATED-VRPP60c-STAMPED>

This Order was promulgated on **March 2, 2026, effective July 1, 2026.**

Rule 60(c) is amended to replace the word “served” with “filed” to clarify that the time deadline applies to filing with the court. This word change is also consistent with the triggering action for the time deadline for a motion to alter or amend in V.R.C.P. 59(e).

II. 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>

A new electronic filing code is now available for civil case filings: **Motion for Partial Summary Judgment.** This filing code is fully tested and available for use by efilers.

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 efilings 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 \(zendesk.com\)](#). 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.

III. 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>

IV. 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>