

**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: Vermont Judiciary ePayment Hub, Administrative Directive TC-7 (Efiling for PRB Hearing Panel Cases), Promulgated & Proposed Rules, eFile and Serve and Public Portal Information, Filing of Exhibits & Other Miscellaneous Info

DATE: July 8, 2026

For your information, please find:

- *S.210--An Act Relating to Autopsies (New Case Type and Electronic Filing Code)*
- *Vermont Judiciary ePayment Hub*
- *Administrative Directive TC-7 (Efiling for PRB Hearing Panel Cases)*
- *Promulgation Order Correcting Order Amending Rule 615 of the Vermont Rules of Evidence*
- *Proposed Order Amending Rules 9(b)(3) and 13 of the Vermont Rules of Admission to the Bar of the Vermont Supreme Court*
- *eFile & Serve and Public Portal Information*
- *Filing and Labeling of Exhibits for Evidentiary Hearing*
- *Miscellaneous*

S.210--An Act Relating to Autopsies (New Case Type and Electronic Filing Code)

S.210, *An Act Relating to Autopsies*, was signed by the Governor and becomes effective on July 1, 2026. The legislation creates a new action allowing individuals to file a request for access to an autopsy report.

To support this change, updates have been completed in Enterprise Justice (EJ) and OFS/EFS. The new case type and associated filing codes have been fully tested and are available for use by efilers effective July 1, 2026.

The following additions have been implemented:

- A new electronic filing case type is available in the Probate docket: **Petition for Copy of Autopsy Report.**

- When filing a new Petition for Copy of Autopsy Report case, efilers may now use the following filing codes:
 - **Petition for Copy of Autopsy Report**
 - **Response to Petition for Copy of Autopsy Report**

These additions will be available for use by efilers beginning July 1, 2026.

Vermont Judiciary ePayment Hub

The Vermont Judiciary is preparing to change its online payment system for Judicial Bureau fines. A new site called the Vermont Judiciary ePayment Hub will replace the payment function of the Public Portal website by autumn of 2026. The Public Portal website will continue to be used for online access to court records. This change will not impact eFiling processes.

The Vermont Judiciary ePayment Hub will provide court users a safe and easy way to pay fines online anytime. More information will be announced and posted on the Judiciary website as the date nears for completion of this transition. If you have any questions, please contact itsupport@vtcourts.gov

Administrative Directive TC-7 (Efilers for PRB Hearing Panel Cases)

<https://www.vtcourts.gov/administrativedirectivetc7>

Pursuant to 2020 Vermont Rule for Electronic Filing 1(g) (effective July 1, 2026), electronic filing is authorized to commence for cases before hearing panels of the Professional Responsibility Board beginning on August 3, 2026. Information on how to register for and use electronic filing is available on the Judiciary website. [Electronic Filing | Vermont Judiciary](#)

I. PROMULGATED RULE

Promulgation Order Correcting Order Amending Rule 615 of the Vermont Rules of Evidence
<https://www.vtcourts.gov/PROMULGATEDVRE615CorrectedSTAMPED>

This Order was promulgated on June 23, 2026; effective July 1, 2026.

The Court's order amending Rule 615 of the Vermont Rules of Evidence, promulgated on February 10, 2026, effective July 1, 2026, has been replaced with a new order that contains that same amended rule language but updates the Reporter's Notes.

II. PROPOSED RULE AMENDMENTS

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

Proposed Order Amending Rules 9(b)(3) and 13 of the Vermont Rules of Admission to the Bar of the Vermont Supreme Court
<https://www.vtcourts.gov/PROPOSEDRulesofAdmission9band13FORCOMMENT>

The proposed amendments to Rules 9(b)(3) and 13(c) remove the provisions precluding applicants from taking the bar examination after four failed attempts or using a transferred UBE score achieved after four failed attempts. Many other states do not limit the number of attempts needed to earn a passing score. See Comprehensive Guide to Bar Admission Requirements, <https://reports.ncbex.org/charts/chart-5>. Moreover, removing the limitation might increase the number of admitted attorneys in Vermont and thereby increase access to legal services.

Comments on these proposed amendments should be sent by **September 9, 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>

A new electronic filing code is now available for criminal case filings: **Return of Service for Investigative Request.**

There is a new **Family Division e-filing code** for OCS/DOL RISE referrals (pilot for LE and WN courts currently) - Family Division new e-filing code **Motion for RISE review-MRISEREV.**

A new electronic filing code is now available for civil case filings: **Motion for Partial Summary Judgment.**

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 e-filing 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 AND LABELING 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>

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.

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 \(cognitofirms.com\)](https://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. 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>