

**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: E-Filing Platform Transition, Vermont Judiciary ePayment Hub, eFile & Serve and Public Portal Information, Filing of Exhibits & Other Miscellaneous Info

DATE: September 2, 2026

For your information, please find:

- *E-Filing Platform Transition*
- *Vermont Judiciary ePayment Hub*
- *eFile & Serve and Public Portal Information*
- *Filing and Labeling of Exhibits for Evidentiary Hearing*
- *Miscellaneous*

I. E-Filing Platform Transition

The Judiciary is transitioning to a new platform for electronic filing, eFile & Serve (EFS). The older e-filing site (OFS) will be discontinued in early fall. EFS is already available, and **filers should begin using it now:** [eFile - Landing Page](#)

Your login credentials will remain the same in EFS as in OFS, so no new account registration is required.

EFS was developed using feedback from legal professionals as well as internal e-filing experts, with the goal of improving usability and the overall filing experience.

The new EFS platform offers:

- An improved dashboard
- Access from mobile devices
- An intuitive and easy-to-use process

II. Training resources for EFS, including [Knowledge Base](#) articles and [Training Videos](#), are available.

For questions or issues encountered while filing through EFS, users should contact efilesupport@vtcourts.gov.

Thank you for supporting the transition to the new e-filing platform.

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 in the fall 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

III. eFILE & SERVE AND PUBLIC PORTAL INFORMATION

eFile & Serve. eFile & Serve is the platform to electronically file with all Vermont courts. [eFile - Landing Page](#)

Access user guides through the User Guides and Frequently Asked Questions on the judiciary's website at [Electronic Filing | Vermont Judiciary](#)

New Case Type. Due to a statutory change, 12 V.S.A. § 5797, which created a civil cause of action for damages arising from the deprivation of federal constitutional rights by a government official, a new Civil Division case type is now available in OFS/EFS.

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 eFiling 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.

[Vermont Judiciary Public Portal](#)

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

[Public Portal | Vermont Judiciary](#)

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. [Filer Guide to Exhibits for Hearing.rev4 .0.pdf](#)

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

[Court Forms | Vermont Judiciary](#)

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

[Website Feedback Form | Vermont Judiciary](#)

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. 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 [Standard Practices Committee | Vermont Judiciary](#)